

# Town of Stettler

**COUNCIL MEETING**

**APRIL 16, 2024**

**6:30 P.M.**

**BOARD ROOM**





# Mission Statement



We will provide  
a high quality of life  
for our  
residents and visitors  
through leadership and the  
delivery of effective,  
efficient  
and affordable services  
that are  
socially and environmentally  
responsible.

**TOWN OF STETTLER  
REGULAR COUNCIL MEETING  
TUESDAY, APRIL 16<sup>th</sup>, 2024  
6:30 P.M.  
AGENDA**

1. **Agenda Additions**
2. **Agenda Approval**
3. **Confirmation of Minutes**
  - (a) Minutes of the Regular Council Meeting of April 2<sup>nd</sup>, 2024 5-11
  - (b) Minutes of the Committee of the Whole Meeting of April 9<sup>th</sup>, 2024 12-14
4. **Citizens Forum**
5. **Delegations**
  - (a) 6:30pm – Malcolm Fischer – Coast to Coast Tour Verbal
6. **Administration**
  - (a) 2024 Capital Budget – Sport Park Parking Lot Curbs 15-17
  - (b) 2024 Capital Budget – Concrete Crushing Tender Award 18
  - (c) 2024 Capital Budget – Receiving Water Body Quality Assessment 19
  - (d) 2024 Capital Budget – Airport Runway Rehabilitation Tender Award 20
  - (e) Policy II-2(d) Amendment – Employee Health & Wellness 21-23
  - (f) Bylaws Repealed 24-38
  - (g) Policy VII-7 - Town of Stettler Asset Retirement Obligation 39-42
  - (h) 2024 Budget Summary – February 29, 2024 43-44
  - (i) 2024 Budget Summary – March 31, 2024 45-46
  - (j) Bank Reconciliation – March 31, 2024 47
  - (k) Meeting Dates
    - Tuesday, May 7 – Council – 6:30pm
    - **Tuesday, May 14 – 2024 Tax Budget Deliberations – 3:00pm**

**COUNCIL AGENDA**

**APRIL 16<sup>th</sup>, 2024**

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- Tuesday, May 14 – Committee – 4:30pm
- Tuesday, May 21 – Council – 6:30pm
- **Monday, June 3- Friday, June 7 – Seniors Week**
- Tuesday, June 4 – Council – 6:30pm
- **Saturday, June 8 – Steel Wheel Stampede Parade**
- Tuesday, June 11 – COW – 4:30pm
- Tuesday, June 18 – Council – 6:30pm

(l) Accounts Payable in the amount of \$906,501.24 48-61  
(\$167,887.75 + \$52,190.85 + \$87,651.22 + \$4,382.55 + \$425,448.54 + \$103,899.55  
+ \$65,040.78)

7. **Council**

(a) Meeting Reports

8. **Minutes**

9. **Public Hearing**

10. **Bylaws**

11. **Correspondence**

(a) Stettler Cancer Support Group – Thank You Letter 62

(b) Hike for Hospice – 2024 Business Challenge 63-65

12. **Items Added**

13. **In-Camera Session**

(a) Offer to Purchase – FOIP – Section 16 – Third Party Information

14. **Adjournment**

**MINUTES OF THE REGULAR MEETING OF THE TOWN OF STETTLER COUNCIL  
HELD ON TUESDAY, APRIL 2<sup>nd</sup>, 2024 IN THE MUNICIPAL OFFICE,  
COUNCIL CHAMBERS**

**Present:**

Mayor S. Nolls

Councillors C. Barros, K. Baker, G. Lawlor, T. Randell, W. Smith & S. Pfeiffer

CAO L. Graham  
Assistant CAO S. Gerlitz  
Assistant CAO K. Hymers  
Director of Operations M. Robbins

Media (1)

**Absent:**

**Call to Order:**

Mayor Nolls called the meeting to order at 6:30 p.m.

1/2. **Agenda Additions/Approval:**

**Motion 24:04:01**

Moved by Councillor Baker to approve the agenda as presented.

MOTION CARRIED  
Unanimous

3. **Confirmation of Minutes:**

- (a) Minutes of the Regular Meeting of Council held March 19<sup>th</sup>, 2024

**Motion 24:04:02**

Moved by Councillor Smith that the Minutes of the Regular Meeting of Council held on March 19<sup>th</sup>, 2024 be approved as presented.

MOTION CARRIED  
Unanimous

- (b) Business Arising from the March 19<sup>th</sup>, 2024 Minutes

None

4. **Delegations:**

- (a) 6:30pm – Kaeden Satre & Clint Satre – Steel Wheel Stampede – Noise Bylaw Exemption

Mayor Nolls temporarily abstained from his role as Councillor and joined the representatives for the Steel Wheel Stampede.

Deputy Mayor Smith welcomed K. Satre and C. Satre to the meeting.

The Steel Wheel Stampede (SWS) Board asked for an exemption from the Noise Bylaw on June 7<sup>th</sup> & 8<sup>th</sup>, 2024 in order to facilitate evening entertainment and events.

Council requested that the SWS communicate with neighbouring residents as a condition of the exemption.

**Motion 24:04:03**

Moved by Councillor Lawlor that the Town of Stettler Council provide an exemption of Bylaw 2020-11 to the Steel Wheel Stampede on June 7<sup>th</sup>, 2024 until 2:00 a.m on June 8<sup>th</sup>, 2024, on the condition that the Steel Wheel Stampede Board notifies neighbouring residents and the local RCMP of the exemption.

MOTION CARRIED  
Unanimous

Deputy Mayor Smith thanked K. Satre, C. Satre and S. Nolls for their presentation.

K. Satre and C. Satre left the meeting at 6:38 p.m.

Mayor Nolls returned to his role as Mayor at 6:38 p.m.

5. **Citizen's Forum:** (a) None

6. **Administration:**

(a) Policy VI-5(a) – Toilet Replacement Program Amendment

Mayor Nolls welcomed Director of Operations M. Robbins to the meeting.

M. Robbins advised that Policy VI-5(a) was last revised in 2012. Amendments to the guidelines and regulations of the Toilet Replacement Program are being proposed to make the program more strategic and accessible prior to this year's potential summer drought.

**Motion 24:04:04**

Moved by Councillor Smith that the Town of Stettler Council approve Policy VI-5(a) as amended.

MOTION CARRIED  
Unanimous

(b) Water Meter Replacement – Operational Update

M. Robbins advised that at the beginning of 2024, Administration implemented a plan to replace water meters that are no longer capturing reads and haven't been for a long time. January of 2024, Town Staff hung cards at these properties notifying the landowners of the need to replace the meter. As of February, 8 properties had responded to book water meter replacement appointments. Working with Bylaw, warning notices were mailed to the remaining 76 properties at the end of March, identifying the requirements under the bylaw to have functioning water meters with a deadline of March 28<sup>th</sup> to reach out to the office to book a meter replacement appointment. To date, 56 of the properties have responded to the letter and set up appointments, or we have allotted additional time to allow for plumbing/construction changes.

All of these properties have been estimated for many years and sometimes there can be a significant amount of water that has been under or over billed.

When the water meter is replaced, staff can then get the actual water meter reading. According to Council Policy VI-3(f) - Utility Account Billing Corrections, all account corrections less than 12 months are handled administratively. Any accounts greater than 12 months are presented to Council for additional consideration. Administration is recommending completing a "calculated" 12 month correction on all these replacements to avoid overwhelming Council with potentially 70+ account corrections for consideration.

Example of how calculation is completed:

If an account was estimated for 2 years at 15 cu.m./month the amount of water billed would be 360 cu.m. When staff pull the

water meter and get the reading, the water meter shows 500 cu.m. of water used, we calculate the adjustment as shown below:

360.m. - 500 cu.m. = 140 cu.m of water not billed over a 24 month (2 year) period.  
 140 cu.m. / 24 months = 5.8 cu.m/month of unbilled water on average per month.  
 5.8 cu.m/month x 12 months = 70 cu.m. at current water rate of \$3.0454/cu.m. the landowner would be billed an additional \$213.20.

The opposite scenario would apply if the Town had over billed the account holder.

This targeted effort has been met with its challenges. As most of the landowners have to expend their own funds to complete plumbing or building corrections to access or relocate the meter to meet the bylaw, or they are faced with additional charges on their utility account to correct for under billing.

**Motion 24:04:05**

Moved by Councillor Barros that the Town of Stettler Council approve the use of calculated twelve-month corrections for the Water Meter Replacement Program using the formula provided.

MOTION CARRIED  
 Unanimous

(c) 2024 Capital Budget – Skid Steer Purchase

M. Robbins advised that there is a 2024 Capital Budget of \$35,000 to replace a new skid steer net a trade-in of an existing skid steer.

A Request for Proposal was posted on the Alberta Purchasing Connection. The following proposals were received:

<b>Company</b>	<b>Bid</b>
Future Ag (Kubota)	Did not meet spec
Brandt Tractor (John Deere)	\$89,900
Stettler Equipment (Bobcat)	\$90,440
Finning Canada (CAT)	\$92,016
Bobcat Red Deer (Bobcat)	\$99,000

All of the qualified RFPs included a trade-in value of the existing CASE skid steer in values ranging from \$50-65,000. Rocky Mountain Equipment, although they did not submit a bid, stated that the existing unit would sell higher privately, for closer to \$70,000, especially considering that it is only one year old and in very good shape.

Staff evaluated the Bobcat, John Deere and Cat skid steers. All units met specifications and have very favorable ratings.

In accordance with Policy VII-4 - Purchasing of Goods and Services, local bidders are allowed a \$1,500 pre-tax price differential for purchases ranging between \$15,001-\$75,000. This differential would apply to Stettler Equipment as they are local.

John Deere and Bobcat offer a municipal trade-in program.

- John Deere: Every year, the existing unit can be traded in for a new model. The program outlines a yearly cost of approximately \$8,000 per year.
- Bobcat: Every year, the existing unit can be traded in for a new model. The program allows the municipality to trade in the existing unit for 15% cost of the retail price of a new unit. It would cost approximately \$18,000 per year.

Public Works Capital Budget Plan includes trading in a skid steer every two years for a budgeted amount of \$35,000. Based on enrolling into the John Deere program, this cost would look like spending \$8,000/year for a \$16,000 budget impact every 2 years, or alternatively, consider the Bobcat program for \$18,000/year, with a \$36,000 budget impact every 2 years.

Skid Steer	Bid Price	Additions	Bid Consideration	Future Budget considerations (Current Capital Budget \$35,000 every two years)
John Deere	\$89,900	Counter weights \$1,650, Box blade \$6,000	\$97,550	\$8,000 a year for a cost of \$16,000 every two years
BobCat	\$90,440	Box blade \$6,870	\$97,310	\$18,000 a year for a cost of \$36,000 every two years

Based on the evaluations, price and future purchases, administration is recommending awarding the skid steer to John Deere because of the current municipal trade program they offer is very favourable and has a savings to the Capital Budget of \$19,000 every two years.

**Motion 24:04:06**

Moved by Councillor Pfeiffer that the Town of Stettler Council award the purchase of the skid steer to John Deere for \$89,000, including three counter wights for \$1650 and a box blade attachment of \$6,000 and sell the existing unit for \$65,000 - \$70,000 for an expected total budget expenditure of \$27,550 - \$32,550, excluding GST, funded from the 2024 Capital Budget.

MOTION CARRIED  
 Unanimous

Mayor Nolls thanked M. Robbins for all three of her excellent presentations.

- (d) Bank Reconciliation – February 29, 2024

**Motion 24:04:07**

Moved by Councillor Randall that the Town of Stettler Council approves the Bank Reconciliation as of February 29, 2024 as presented.

MOTION CARRIED  
 Unanimous

- (g) Meeting Dates

- Tuesday, April 9 – COW – 4:30pm
- **Friday, April 12-14 – Stettler Trade Show – SRC Red Arena**
- Tuesday, April 16 – Council – 6:30pm
- Tuesday, May 7 – Council – 6:30pm
- **Tuesday, May 14 – 2024 Tax Budget Deliberations – 3:00pm**
- Tuesday, May 14 – COW – 4:30pm
- Tuesday, May 21 – Council – 6:30pm



- **Monday, June 3 – Friday, June 7 – Seniors Week**

- Tuesday, June 4 – Council – 6:30pm

- **Saturday, June 8 – Steel Wheel Stampede Parade**

- Tuesday, June 11 – COW – 4:30pm

- Tuesday, June 18 – Council – 6:30pm

(f) Accounts Payable in the amount of \$521,039.06

**Motion 24:04:08**

Moved by Councillor Lawlor that the Accounts Payable in the amount of \$521,039.06 be paid as presented.

MOTION CARRIED  
Unanimous

7. **Council:**

Councillors outlined highlights of meetings they attended.

(a) Mayor Nolls

March 19 – Stettler Board of Trade Employment Fair

March 20 – Economic Development Committee

March 21 – County of Stettler Housing Authority

March 23 – Walk All Over Cancer Event

March 25 – Stettler District Ambulance Association

March 25 – Health Professionals Attraction & Retention Committee

March 26 – Intermunicipal Development Plan Committee

March 27 – Housing Assessment Focus Groups

March 28 – Housing Assessment Virtual Focus Group

March 28 – Signed Cheques at the Town Office

March 29 – Greetings at Minor Hockey Provincials

(b) Councillor Baker

March 19 – Stettler Board of Trade Employment Fair

March 21 – Red Deer River Municipal Users Group Meeting

March 29 - Greetings at Minor Hockey Provincials

(c) Councillor Barros

March 23 – Walk All Over Cancer Event

(d) Councillor Lawlor

March 19 – Stettler Board of Trade Employment Fair

March 20 – Economic Development Committee Meeting

March 20 – Stettler Library Board Meeting

March 21 – Parkland Regional Library Advocacy Committee

March 25 – Stettler District Ambulance Association Meeting

March 27-28 – Housing Assessment Focus Groups

April 1 – Portfolio Presentation

(e) Councillor Pfeiffer

March 20 – Economic Development Committee

March 25 – Stettler FCSS Meeting

March 26 – Intermunicipal Development Plan Committee

March 27 – Housing Assessment Focus Group

(f) Councillor Randell

March 20 – Economic Development Committee

March 21 – County of Stettler Housing Authority

March 25 – Health Professionals Attraction & Retention

March 27 – Housing Assessment Focus Group

(g) Councillor Smith

March 25 – Stettler FCSS Meeting

March 26 – Intermunicipal Development Plan Meeting

March 27 – Housing Assessment Focus Group

**Motion 24:04:09**

Moved by Councillor Lawlor that the Town of Stettler Council approve the Council Reports as presented.

MOTION CARRIED  
Unanimous

8. **Minutes:** (a) None

9. **Public Hearing:** (a) None

10. **Bylaws:** (a) None

11. **Correspondence:** (a) Alberta Environment & Protected Areas – Water-Sharing Agreements  
(b) P&H Elevator – Thank You Card  
(c) Stettler District Ambulance Association – Contract Negotiation Letter to AHS

**Motion 24:04:10**

Moved by Councillor Baker that the Town of Stettler accept the Correspondence items (a-c) for information.

MOTION CARRIED  
Unanimous

12. **Items Added:** (a) None

13. **In-Camera Session:** (a) Local Healthcare – FOIP – Section 23 – Local Body Confidences

**Motion 24:04:11**

Moved by Councillor Randell that the Town of Stettler Council enter an In-Camera Session with the CAO and Assistant CAO present to discuss the In-Camera item.

MOTION CARRIED  
Unanimous at 7:48 p.m.

**Motion 24:04:12**

Moved by Councillor Lawlor that the Town of Stettler Council return to the regular meeting.

MOTION CARRIED  
Unanimous at 8:42 p.m.

14. **Adjournment:**

**Motion 24:04:13**

Moved by Councillor Barros that this regular meeting of the Town of Stettler Council be adjourned.

MOTION CARRIED  
Unanimous at 8:42 p.m.

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Mayor

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Assistant CAO

MINUTES OF THE COMMITTEE OF THE WHOLE MEETING  
APRIL 9, 2024

Present: Mayor S. Nolls

Councillors K. Baker, C. Barros, G. Lawlor, S. Pfeiffer, T. Randell & W. Smith

CAO L. Graham  
Assistant CAO S. Gerlitz  
Assistant CAO K. Hymers  
Director of Operations M. Robbins  
Planning & Development Officer A. Stormoen

Media (0)

Call to Order: Mayor Nolls called the meeting to order at 4:32 p.m.

1. Agenda Additions/Deletions
2. Agenda Approval

Moved by Councillor Lawlor that the agenda be approved as presented.

MOTION CARRIED  
Unanimous

3. Intermunicipal Development Plan & South East Area Structure Process

Mayor Nolls welcomed Planning & Development Officer A. Stormoen to the meeting.

A. Stormoen advised that in March 2020, the Town and County received the Alberta Community Partnership (ACP) Grant for \$200,000 under the Intermunicipal Component for an Intermunicipal Development Plan (IDP) amendment and a new South East Area Structure Plan (SE ASP). Both plans are considered Statutory documents under the Municipal Government Act. The contract was awarded to Dillon Consulting in partnership with MPE Engineering.

Throughout 2020-2022 the Town and County worked in partnership with Dillon Consulting to determine the IDP Vision, define changes and completed 4 rounds of public engagement. In June 2022 the process was paused to allow both municipalities to execute a water and wastewater agreement. Following the passing of the water and wastewater agreement at both councils, the IDP process was restored.

On March 26, 2024 the IDP committee (council and administration from both Town & County) met to discuss the desired outcomes of the IDP and the process moving forward. The County of Stettler presented the attached presentation with their desired outcomes for the updated IDP. Discussion ensued regarding the following key points:

- Servicing Policies
- Parcel size for residential use
- Policy Gaps
- The CFO exclusion area
- The referral area/process
- The status of SE ASP

**COMMITTEE MINUTES**

**APRIL 9, 2024**

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The IDP Committee then agreed on the following steps moving forward:

- Town of Stettler to discuss desired outcomes for the IDP at the Committee of the Whole Meeting.
- Both Town and County administration to meet to discuss the Town's position on key points.
- Re-engage Dillon Consulting Ltd.
- Determine if enough funding is available for SE ASP or if we focus on completion of the IDP with our Grant advisor's input.

The Committee of the Whole reviewed the presentation from the Intermunicipal Development Plan Committee Meeting on March 26<sup>th</sup>, 2024. Discussion ensued.

Moved by Councillor Barros that the Committee of the Whole accept the presentation for information.

MOTION CARRIED  
Unanimous

Mayor Nolls thanked A. Stormoen for her excellent presentation.

A. Stormoen left the meeting at 5:13 p.m.

4. In-Camera: Water Sharing Memorandum of Understanding – FOIP – Section 24(1)(c) – Advice from Officials

Moved by Councillor Randall that the Committee of the Whole move into an In-Camera Session with the CAO, Assistant CAOs and Director of Operations present to discuss the In-Camera item.

MOTION CARRIED  
Unanimous at 5:13 p.m.

Moved by Councillor Pfeiffer that the Committee of the Whole return to the regular meeting.

MOTION CARRIED  
Unanimous at 5:37 p.m.

7. Additions

8. Adjournment

Moved by Councillor Randall that the Committee of the Whole Meeting be adjourned.

MOTION CARRIED  
Unanimous at 5:37 p.m.

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Mayor

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Assistant CAO

## MEMORANDUM

**To: Leann Graham, CAO**

**From: Brad Robbins**

**Date: April 10, 2024**

**Re: Sport Park Parking Lot – Parking Curbs**

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### **Background:**

2024 Capital Budget included \$15,000 to purchase parking curbs for the Stettler Sports Park Parking Lot. Parking curbs in addition to an overall parking design will assist with parking organization, traffic patterns and help to address some driving behavior within the parking lot.

### **Summary of Parking Curb Quotes Received:**

- Proform Construction Products
  - \$50 / curb including 2 anchor pins
  - Freight \$1,650
  - Price includes offloading
  
- Lafarge
  - \$60 / curb including 2 anchor pins
  - Freight \$1,320
  - Price does not include offloading

Quotes do not include GST

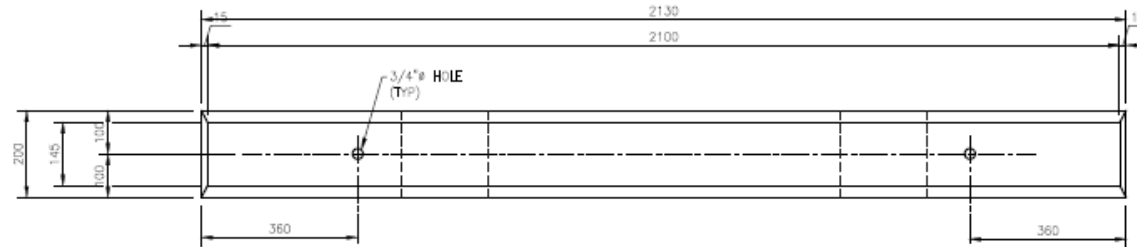
### **Recommendation:**

Administration is recommending that council authorize up to \$15,000 for parking lot enhancements at the Stettler Sports Park. This includes the purchase of parking curbs from Proform Construction Products and additional expenses such as signage, etc. required for traffic control.

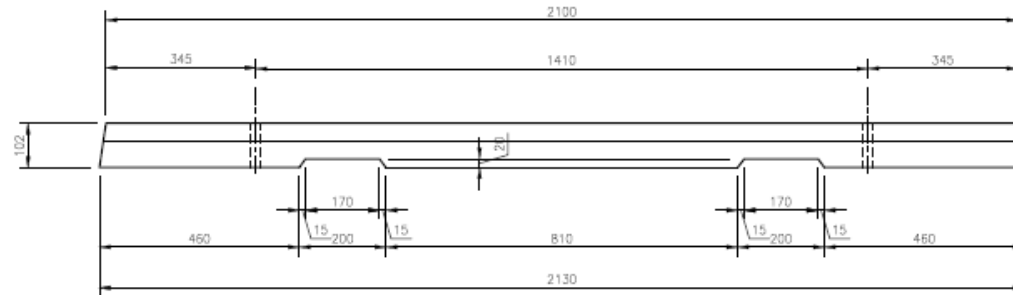
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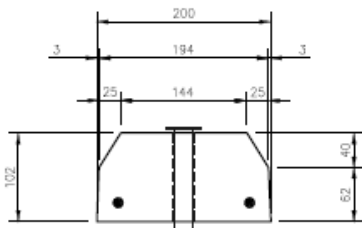
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**PLAN**



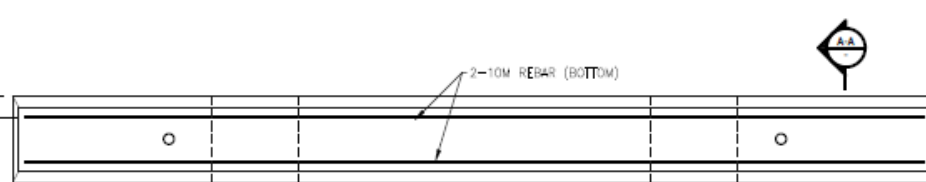
**ELEVATION**



**A-A SECTION**  
Scale: NTS

15M REBAR x900mm LG. ANCHOR PIN  
c/w STANDARD WASHER  
WELDED TO PIN

COVER (MIN)  
(TYP)



**REBAR PLAN**

**NOTES:**

1. ALL DIMENSIONS ARE IN MILLIMETERS U.N.O.
2. CONCRETE TO BE EXPOSURE CLASS C-1 (SUMMER 2017 MIX #1) OR APPROVED EQUAL.
3. CONCRETE STRENGTH AT STRIPPING TO BE 15MPa. CONCRETE STRENGTH AT 28 DAYS TO BE 35MPa.
4. CONCRETE AIR CONTENT TO BE 5% TO 8%.

CONCRETE WEIGHT	REV	DATE	DESCRIPTION	
98 kg	A	-	GRADE FOR REBAR	
CONCRETE VOLUME				
0.040 m <sup>3</sup>				
REQ No				





# MEMORANDUM

Date: April 10, 2024

To: Leann Graham  
CAO

From: Melissa Robbins,  
Director of Operations

Re: Recommendation of Award of Concrete Crushing Tender

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## **Background:**

2024 Capital Budget includes \$150,000 to crush recycled concrete and asphalt into usable aggregate.

## **Summary of Tenders Received on April 10, 2024:**

- |                                      |           |
|--------------------------------------|-----------|
| • Collins Concrete & BobCat Ltd.     | \$125,000 |
| • Park Paving Ltd.                   | \$135,400 |
| • Vortex Construction Ltd.           | \$158,000 |
| • Concrete Crushers Inc.             | \$163,730 |
| • DD Contracting & Construction Ltd. | \$222,000 |
| • DeAngelis Development Corporation  | \$246,510 |

Tenders do not include gst or contingency.

The pricing from Collins Concrete & BobCat Ltd. is low and reference checks were favorable. Administration is recommending crushing concrete and asphalt to the budgeted amount of \$150,000.

## **Recommendation:**

Administration respectfully recommends that Town of Stettler Council award the Concrete Crushing tender to Collins Concrete & BobCat Ltd. in the amount of \$125,000.00, excluding GST, and approves expenditures up to \$150,000 as funded in the 2024 Capital Budget.

# MEMORANDUM

Date: April 10, 2024

To: Leann Graham  
CAO

From: Melissa Robbins  
Director of Operational Services

Re: Receiving Water Body Quality Assessment

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## **Background:**

2023 Capital Budget included \$50,000 to complete a Receiving Water Body Quality Assessment of the wastewater discharge to Red Willow Creek which was a new requirement of the Town's Alberta Environment Wastewater License to Operate Approval issued in 2022. The license requires the assessment be completed by December 31, 2024. Administration chose to delay completing the assessment until this year to obtain the most current creek sampling in the assessment.

## **Request for Proposal (RFP):**

Request for Proposals were posted on the Alberta Purchasing Connection.

The main criteria of the assessment includes:

- Determine the assimilative capacity of the receiving water body for treated effluent discharged.
- Determine the mixing zone allowed to establish compliance limits of treated effluent discharge.
- Include impacts on the intermittent flowing stream to ensure the discharge of treated effluent will have negligible impacts on the receiving water body stream and downstream users.

The following RFP's were received:

MPE Engineering Ltd.	\$51,245
Hutchinson Environmental Sciences Ltd.	\$68,849
H3M Environmental	\$83,318

## **Evaluations:**

All reports submitted meet the requirements of the RFP and all consultants provided quality reference projects of similar nature. MPE Engineering Ltd. has direct experience with Red Willow Creek having previously completed the Red Willow Creek Flood Hazard Mapping Study (2015) and the Red Willow Creek Realignment Study (2018).

## **Recommendation:**

Administration respectfully recommends that Town of Stettler Council award the Receiving Water Quality Assessment to MPE Engineering Ltd. In the amount of \$51,245 excluding gst, funded through the 2024 Capital Budget.

# MEMORANDUM

Date: April 12, 2024  
To: Leann Graham  
CAO  
From: Melissa Robbins  
Director of Operational Services  
Re: Airport Runway Rehabilitation Tender Award

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## **Background:**

2024 Capital Budget includes rehabilitating the existing airport runway for \$1,975,930. The Town received 75% grant funding of \$1,481,947.50 through the Strategic Transportation Infrastructure Program under the Community Airport Program with both the Town and County contributing the remaining 25% funding of \$250,000 each.

## **Tender Evaluation:**

Tender packages were put together by Tagish Engineering and advertised on the Alberta Purchasing Connection.

### **Summary of Tenders Received by Tagish Engineering:**

- Central City Asphalt \$1,772,307.45
- Wally's Backhoe Services \$1,811,268.75
- Border Paving \$2,056,972.75
- TJ Paving \$2,091,425.30
- Alberta Asphalt Enterprises \$2,162,193.75
- 

Tenders do not include gst.

## **Project Costs:**

Construction	\$1,772,307.45
Engineering & Geotechnical	\$159,507.67
Contingency	<u>\$44,114.88</u>
<b>Total Estimated Project</b>	<b>\$1,975,930.00</b>

## **Recommendation:**

Administration respectfully recommends that Town of Stettler Council award the Airport Runway Rehabilitation tender to Central City Asphalt in the amount of \$1,772,307.45, with a contingency of \$44,114.88, utilizing Tagish Engineering for engineering services of \$159,507.67, excluding gst, for a budget expenditures of \$1,975,930.00 funded through the 2024 Capital Budget.

## TOWN OF STETTLER

Prepared By: Administration                      Number: II-2(d)  
Adopted By: Town of Stettler Council              Original Policy: 2007 09 18  
Previous Policy: N/A  
Current Policy: 2024 04 16

Title:                      **Employee Health & Wellness**

Purpose: To establish guidelines to permit permanent full-time employees, permanent part-time employees, volunteer fire department members, RCMP Members of the Stettler Detachment, General Practitioner / General Practitioner Anesthetist practicing within the Town of Stettler, Resident Doctors while practicing at the Stettler Hospital Complex, and Locum Physicians while practicing with the Town of Stettler through the Medical Clinics or Stettler Hospital Complex to use the Town of Stettler recreation facilities free of charge.

Policy Statement: To encourage permanent full-time and part-time employees, volunteer fire department members, RCMP Members of the Stettler Detachment, General Practitioner / General Practitioner Anesthetist practicing within the Town of Stettler, Resident Doctors while practicing at the Stettler Hospital Complex, and Locum Physicians while practicing with the Town of Stettler through the Medical Clinics or Stettler Hospital Complex to be healthy, fit and active in the community, the Town of Stettler will provide free admission to all Town of Stettler recreation facilities.

Free access to the facilities will be granted during the same periods and using the same procedures as that offered to the general public. Private use of facilities and/or programs will be subject to normal rates and charges.

Permanent full-time employees will be issued with a family pass upon registering the names of their eligible immediate dependent family members with the Parks & Leisure Office.

Permanent part-time employees will be issued with an individual pass upon registering with the Parks and Leisure Office.

Retired from the Town of Stettler employees drawing funds from the retirement pension plan (LAPP), and who had worked for the Town for 10 or more years, shall be issued upon request a free standard general public use pass to allow access for the retiree and their spouse/partner to utilize Town of Stettler recreation facilities. Private use of facilities and/or programs will be subject to normal rates and charges. This retiree wellness general pass shall be issued by the Parks & Leisure Office to current and future eligible Town retirees on a continuing basis provided that the retiree has made a request to the Town's Chief Administrative Officer or designate.

Past Councilors from the Town of Stettler shall be issued, upon request, a free standard general public use pass to allow access for the past Councilor and their spouse/partner to utilize Town of Stettler recreation facilities. Private use of facilities and/or programs will be subject to normal rates and charges. This past Councilor wellness general pass shall be issued by the Parks & Leisure Office to current and future eligible past Town Councilors on a continuing basis provided that the past Councilor has made a request to the Town's CAO or designate.

Active Volunteer Fire Department members, RCMP Members of the Stettler Detachment, General Practitioner / General Practitioner Anesthetist practicing within the Town of Stettler, Resident Physicians while practicing at the Stettler Hospital Complex, and Locum Physicians while practicing with the Town of Stettler through the Medical Clinics or Stettler Hospital Complex will be issued with an individual pass upon registering with the Parks and Leisure Office.

Active Volunteer Fire Department members, RCMP Members of the Stettler Detachment and General Practitioner / General Practitioner Anesthetist practicing within the Town of Stettler having served for more than two (2) years, as recommended by the Fire Chief or Stettler RCMP Detachment Commander or Town CAO, will be issued a family pass upon registering with the Parks and Leisure Office.

Employees are responsible for ensuring that the pass privileges afforded by this policy are not abused. Any abuse will result in suspension of access. Any pass issued will be considered revoked and cancelled upon termination of employment with the Town of Stettler.

Definitions:

Immediate Dependent Family Members include:

1. Employee's spouse or adult interdependent partner.
2. Employee or spouse's biological, adopted, fostered, **step** or guardian children under the age of 18.
3. Employee or spouse's children, as defined in #2 above, who are between 18 years of age and 25 years of age inclusive provided:
  - They are a student attending an educational institution within or outside Alberta, and
  - Temporarily renting accommodation for the purpose of attending an educational institution, and
  - Ordinarily resides with the employee when not attending an educational institution.
4. Mentally or physically impaired/challenged children, as defined in #2 above, who are 18 years of age or older and residing with the employee and/or spouse
5. Temporary exchange students residing with the employee.
6. Children being mentored by an employee or their spouse under the Big Brother/Big Sister Program or similar recognized program.

# MEMORANDUM

**To:** Leann Graham, CAO

**From:** Steven Gerlitz, Asst. CAO

**Date:** April 16, 2024

**Re:** Bylaws Repealed

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## Recommendation

That the Town of Stettler Council repeal the following Bylaws that are no longer relevant:

- Bylaw 1564-86 – Stettler Town and County Fire Department
- Bylaw 1577-87 – Stettler Town and County Fire Department (wording amendment)
- Bylaw 1686-93 – STARS
- Bylaw 1750-96 – Community Hall Board
- Bylaw 1882-03 – Stettler Parks and Leisure Board

## Background Information

An administrative review has been completed of Bylaws and Policies within the Town of Stettler.

## Plans & Bylaws

## Financial Implications

## Alternatives to the Recommendation

## Points to Ponder

## Communication

- Leann Graham – CAO
- Senior Administration
- Department Heads

## Documentation

- Bylaw 1564-86 – Stettler Town and County Fire Department
- Bylaw 1577-87 – Stettler Town and County Fire Department (wording amendment)
- Bylaw 1686-93 – STARS
- Bylaw 1750-96 – Community Hall Board
- Bylaw 1882-03 – Stettler Parks and Leisure Board



Amended by  
1577

BYLAW NO. 1564

A BYLAW OF THE TOWN OF STETTLER TO ESTABLISH AND REGULATE THE TOWN OF STETTLER FIRE DEPARTMENT IN JOINT AGREEMENT WITH THE COUNTY OF STETTLER NO. 6.

WHEREAS Sections 158 and 159 of the Municipal Government Act being Chapter 246 of the Revised Statutes of Alberta 1980, provide that the Council may pass Bylaws for the prevention or extinguishing of fires, the preservation of life and property and the protection of persons from injury or destruction by fire; and

WHEREAS authority is granted by Section 158 (c) of the said Municipal Government Act to enter into agreements with other municipalities for joint use, control and management of fire extinguishing apparatus; and

WHEREAS authority is granted by Section 120 of the said Municipal Government Act to make an agreement for the joint construction, ownership, maintenance, operation or use of a public work or building; and

WHEREAS pursuant to authority granted by Section 120 of the said Municipal Government Act it is deemed expedient and proper to establish a Commission to administer a Fire Department on behalf of the Town of Stettler and County of Stettler No. 6;

NOW THEREFORE the Municipal Council of the Town of Stettler enacts as follows:

1. In this Bylaw unless the context otherwise required:
  - (a) "Council" and/or "Councils" means the Municipal Council of the Town of Stettler, the Municipal Council of the County of Stettler or the two of them together.
  - (b) "Commission" means the joint Stettler Town and County Fire Commission.
  - (c) "Commissioner" means a member of the said Commission.
  - (d) "County" means the County of Stettler No. 6.
  - (e) "Department" means the Stettler Town and County Fire Department.
  - (f) "Deputy" means the Deputy Fire Chief of the Department.
  - (g) "Fire Truck" means a fire unit of the Department.
  - (h) "Fire" means a fire in the Town of Stettler or in the County of Stettler No. 6.
  - (i) "Fire Chief" means the Fire Chief of the Town of Stettler and/or of the County of Stettler No. 6 as the context may require.
  - (j) "Fire Hall" means the Fire Hall of the Stettler Town and County Fire Department.
  - (k) "Fireman" or "Firemen" means members of the Stettler Town and County Fire Department in the singular or plural as the context requires but does not include Fire Chief or Deputy Fire Chief.
  - (l) "Member" means all personnel of the Department including an officer.
  - (m) "Town" means the Town of Stettler.
2. The Stettler Town and County Fire Department is hereby established, pursuant to the terms and conditions of an agreement made between the Town of Stettler and the County of Stettler No. 6 and annexed hereto as Schedule "A".
3. The Town shall appoint a Fire Chief who shall be the Chief Administrative Officer of the Department and who shall be responsible to the Town Manager for the proper administration and operation of the Department.

## The Fire Chief:

- (a) shall be responsible for the discipline of its members and may make such general orders and departmental rules as may be necessary for the care and protection of the property of the Department, for the conduct of the members of the Department, and generally for the efficient operation of the Department, provided that such general orders and rules do not conflict with the provisions of any Bylaw of the Town or of the County;
  - (b) shall review periodically with the County Fire Chief the policies and procedures of the Department and may establish an Advisory Committee consisting of such officers as he may determine from time to time to assist him in his duty;
  - (c) is responsible for the enforcement of this Bylaw and the general orders and departmental rules;
  - (d) shall report all fires to the Provincial Fire Commissioner as required by the Fire Prevention Act;
  - (e) shall submit to the Town Manager and to the County Administrator as required by the Commission annual estimates of the Department.
4. (1) The Town Fire Chief and the County Fire Chief of the Department may recommend to the Commission appointment of any qualified person as a member of the Department.
- (2) A person is qualified to be appointed a member of the Department for fire fighting duties who:
- (a) is not less than 18 years of age nor more than 65 years of age;
  - (b) has successfully completed at least Grade 9;
  - (c) is of good character;
  - (d) passes such aptitude and other tests as may be required by the Chief of the Department, and
  - (e) is medically fit to be a member as certified by a physician designated by the Fire Chief of the Department.
- (3) Four (4) members of the Department living within a 6-mile radius of the Town of Stettler, shall be eligible to become a Volunteer Fireman.
- (4) A person appointed as a member of the Department for fire fighting duties shall be on probation for a period of one year during which period he shall take such training and examination as may be required by the Fire Chief of the Department.
- (5) If a probationary member appointed for fire fighting duties fails any such examinations, the Fire Chief of the Department may recommend to the Commission that he be dismissed.
5. The remuneration of all members of the Department shall be as set forth in Schedule "B" of this Bylaw.
6. The County shall appoint a Fire Chief who shall be responsible for the direction and control of all members and equipment when the Department is engaged in fighting a fire in the County.
7. The Deputy Fire Chief shall be appointed by the Councils upon recommendation by the Commission and he shall report to the Fire Chiefs on the activities of the divisions and carry out the orders of the Fire Chiefs and, in the absence of the Fire Chiefs shall have all the powers and shall perform all the duties of the Fire Chiefs.



8. (1) The Department is composed of the following divisions:
  - Division of Administration and Communications which shall be the responsibility of the Secretary-Treasurer.
  - Division of Apparatus and Equipment which shall be the responsibility of the Head Mechanic.
  - Division of Fire Fighting which shall be the responsibility of the Fire Chief, Deputy Fire Chief and Captains.
  - Division of Fire Prevention and Inspections which shall be the responsibility of the Fire Chiefs and Deputy Fire Chief.
9. The Secretary-Treasurer is responsible to the Fire Chiefs for the carrying out of the following duties of the Division:
  - (1) Provide administration facilities for the Fire Chief and Deputy Fire Chief of the Department.
  - (2) Maintain personnel records.
  - (3) Prepare the annual report of the Department.
10. The Head Mechanic is responsible to the Fire Chiefs for the carrying out of the following duties of the Division:
  - (1) Maintain and keep in repair all existing buildings, fire fighting rescue and salvage apparatus of the Department.
  - (2) Modify apparatus and equipment.
  - (3) Provide recharging facilities for fire fighting extinguishers and cylinders and to test and repair hose.
11. (1) The Deputy Fire Chief is responsible to the Fire Chiefs of the Department and for the carrying out of the following duties of the Division:
  - (a) Prevent, control and extinguish fire.
  - (b) Conduct or assist in, through the Division of Fire Fighting or the Division of Fire Prevention, investigations of fires in order to determine cause, origin and circumstances, and, where appropriate, notify the authority having jurisdiction to conduct an investigation.
  - (c) Perform rescue and salvage operations and render first aid.
  - (d) Respond and assist at such emergencies as may be required by the Fire Chiefs of the Department.
  - (e) Participate in training.
  - (f) Conduct company fire prevention and familiarization inspections of premises.
  - (g) Issue clothing, equipment and cleaning supplies.
  - (2) A Captain is in command of the Company to which he is assigned and is responsible for the proper operation of that company to the Deputy Fire Chief.
  - (3) Where the Fire Chief(s) of the Department designates a member to act in place of an officer in the Department, such member, when so acting, has all the powers and shall perform all the duties of the officer replaced.

12. The Officers in charge of the Division of Fire Prevention are the Fire Chiefs and Deputy Fire Chief who will assign the carrying out of the following duties of the Division:
  - (1) Conduct fire-prevention inspections of premises.
  - (2) Enforce fire-prevention bylaws.
  - (3) Provide personnel for fire-prevention lectures.
  - (4) Maintain fire-loss records.
  - (5) Receive, process and follow up reports of fire-preventions conducted under the Division of Fire Fighting.
13. The Captains are responsible to the Fire Chiefs or Deputy Fire Chief for the carrying out of the following duties of the Division:
  - (1) Conduct training for all personnel of the Department in fire administration, fire prevention and fire fighting.
  - (2) Administer training programs.
  - (3) Provide liaison with the local Disaster Services Director.
14.
  - (1) The provision of this section with respect to the promotion of members do not apply to the Deputy Chief.
  - (2) Every recommendation for promotion of the member made by the Fire Chiefs of the Department shall be based on the evaluation of:
    - (a) the results of examinations taken by the member,
    - (b) the age and physical fitness of the member, and
    - (c) the fire and personnel record of the member.
  - (3) The fire fighting and station record of each member of the Department shall be evaluated annually as follows:
    - (1) The Captain of each company shall evaluate each member of the company.
    - (2) The Deputy Fire Chief shall evaluate the Captains and other members under his jurisdiction.
15. Every member of the Department appointed for fire fighting duties is subject to an initial medical examination, then at least one medical examination every five years or at such other times as the Chief of the Department may require.
16.
  - (1) No member,
    - (a) while in uniform, shall enter any premises where alcoholic beverages are sold or consumed, except in the performance of his departmental duties,
    - (b) if his ability is impaired by the use of an intoxicating beverage or drug, shall be permitted to remain on duty,
    - (c) while on duty, shall consume any intoxicating beverage or drug.
17.
  - (1) The Fire Chiefs of the Department may reprimand any member for insubordination, inefficiency, misconduct, tardiness or for non-compliance with any of the provisions of this Bylaw or the general orders and departmental rules that in the opinion of the Fire Chiefs would be detrimental to the discipline and efficiency of the Department.
  - (2) Suspension or recommended dismissal of any member by the Fire Chiefs of the Department shall be reported to the Fire Commission.



- (3) A member shall not be dismissed without being afforded an opportunity for a hearing before the Commission, if he makes a written request for such hearing within seven days after receiving notice of his proposed dismissal.
18. Fire Trucks contributed by the Town shall remain the property of the Town and by the County shall remain the property of the County and each shall be responsible for the maintenance and repair of their respective fire equipment.
19. (1) A Commission to be known as the Stettler Town and County Fire Commission is hereby established with two members to be appointed by the Town who shall be members of the Town Council and two members to be appointed by the County who shall be members of the County Council. Such appointments are to be made at the organizational meetings of the respective Councils or at such times as may be necessary to fill any vacancy on the said Commission. The Fire Chief of the Town and the Fire Chief of the County shall each be a member of the Commission with the right to vote.
- (2) The Commission shall have no power to requisition funds from either Council except as provided in budget estimates and the Commission shall have no power to pledge any money on behalf of either Council.
- (3) The Commission shall be responsible to the Councils for the operation of the Department and shall report to the Councils at least once in each year or as often as it deems necessary or as requested by the Councils.
20. Bylaw No. 1426 is hereby repealed.
21. This Bylaw shall take force and effect upon the date of the final passing thereof.


READ a first time this 7th day of October, A.D. 1986 on a motion by Councillor Fedick.

READ a second time this 7th day of October, A.D. 1986 on a motion by Councillor Pickering.

Consent for third reading given on a motion by Councillor Herbert.

READ a third time and finally passed this 7th day of October, A.D. 1986 on a motion by Councillor Thieme.

  
MAYOR

  
SECRETARY-TREASURER

SCHEDULE "B"

BYLAW 1564

RATES OF REMUNERATION

STETTLER TOWN AND COUNTY FIRE DEPARTMENT

EFFECTIVE MAY 12, 1986

BASIC	Chiefs	\$300 per quarter
	Deputy Chief	250 per quarter
	Captains	150 per quarter
	Firemen	120 per quarter
HOURLY RATES AT FIRES	Chiefs & Deputy	<del>\$10.00</del> per hour - <del>\$15.00</del>
	Captains	<del>9.00</del> per hour - <del>\$13.30</del>
	Firemen	<del>8.00</del> per hour - <del>\$12.00</del>
STANDBY TIME		\$20.00 per day

*Rates changed at the  
Joint Town / County Meeting  
of August 26, 1992 m*

BYLAW 1577

A BYLAW OF THE TOWN OF STETTTLER, PROVINCE OF ALBERTA, TO AMEND BYLAW 1564  
BEING A BYLAW TO ESTABLISH AND REGULATE THE TOWN OF STETTTLER FIRE DEPARTMENT  
IN JOINT AGREEMENT WITH THE COUNTY OF STETTTLER NO. 6.

The Municipal Council of the Town of Stettler, Province of Alberta, duly assembled, enacts as follows:

1. That paragraph 3 shall be amended to read as follows:

The Town shall appoint a Town Fire Chief who shall be the Chief Administrative Officer of the Town Department and who shall be responsible to the Town Manager for the proper administration and operation of the Town Department.

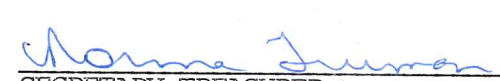
2. That the words "The Fire Chief of the Town and the Fire Chief of the County shall each be a member of the Commission with the right to vote" shall be deleted.

READ a first time this 5th day of May, A.D. 1987.

READ a second time this 5th day of May, A.D. 1987.

READ a third time and finally passed this 19th day of May, A.D. 1987.

  
MAYOR

  
SECRETARY-TREASURER

BYLAW 1686-93

A BYLAW OF THE TOWN OF STETTLER, IN THE PROVINCE OF ALBERTA, TO PROVIDE FOR THE PROVISION OF A GRANT TO THE SHOCK TRAUMA AIR RESCUE SOCIETY (S.T.A.R.S.).

WHEREAS, the Shock Trauma Air Rescue Society provides emergency medical services to the Town of Stettler and;

WHEREAS, Section 212 of the Municipal Government Act RSA 1980 provides for the contribution of grants to charitable organizations.

NOW THEREFORE, The Municipal Council of the Town of Stettler, in the Province of Alberta, duly assembled, HEREBY ENACTS AS FOLLOWS:

1. That a grant in the amount of \$200.00 be authorized for payment to the Shock Trauma Air Rescue Society.

Read a first time this 16th day of February, A.D. 1993.

Read a second time this 16th day of February, A.D. 1993.

Read a third time and finally passed this 16th day of February, A.D. 1993.

  
\_\_\_\_\_  
Mayor

  
\_\_\_\_\_  
Secretary-Treasurer



**BYLAW 1750-96 – Community Hall Board**

A BYLAW OF THE TOWN OF STETTLER TO ESTABLISH THE STETTLER COMMUNITY HALL BOARD.

WHEREAS, under the authority of the Municipal Government Act, Chapter M-26.1 1994 R.S.A., and amendments thereto, allow a Council to pass bylaws respecting the establishment of a Hall Board to operate and manage the affairs of the Community Hall.

AND WHEREAS, the Community Hall is located on Lot A, Block 56, Plan 3049AT.

NOW THEREFORE, the Council of the Town of Stettler duly assembled, enacts as follows:

**1. Purpose**

The purpose of the Board is to operate the Community Hall in accordance with the terms of this agreement.

**2. Board**

(a) Composition

The Stettler Community Hall Board will be composed of five (5) members:

Town of Stettler	1 - Councillor
Members at Large	3
Ag. Society	1

(b) Tenure of membership

Council representatives - reviewed annually.

Members at Large - three years (non-election year appointment).

Re-appointment for further terms at the discretion of Council.

Town of Stettler Council reserves the right to cancel individual appointments if deemed appropriate.

(c) Board Executive

The Stettler Community Hall Board shall elect annually a Chairperson and a Vice-Chairperson who shall serve a term of one (1) year.

(d) Officers

At the first meeting following the Municipal appointments to the Board the following Officers shall be elected for a term of one (1) year).

Chairperson will preside at all meetings.

Vice-Chairperson will preside in the absence of the Chairperson.

### 3. **Conduct of Meeting**

#### (a) Meetings

The Stettler Community Hall Board shall hold regular monthly meetings at such time and places as may be deemed advisable by the Board.

Special meetings of the Stettler Community Hall Board may be called at the discretion of the Chair providing that every member be given at least twenty-four (24) hours notice of the meeting.

The Recreation & Culture Department Secretary will prepare agendas for the meeting in consultation with the Director of Recreation & Culture and Chairman.

#### (b) Quorum

A quorum shall consist of no less than three members of the Board. One of which must be a Town of Stettler Councillor or appointed alternative.

#### (c) Voting

Every member present including the Chairperson shall vote on every question. A motion tied shall be considered lost. The Chairperson shall be eligible to present motions.

#### (d) Minutes

A recording Secretary shall attend all meetings and keep minutes in a suitable Minute book. Copies of these minutes shall be mailed to each Board member and to the Town of Stettler as soon as possible after each Board meeting.

#### (e) Board Vacancies

In the event of a vacancy arising during the year another Councillor or member at large may be appointed by the Municipality to hold office for the balance of that year.

#### (f) Absence

A member who is absent from three (3) consecutive meetings of the Board, unless excused through illness or other reason deemed acceptable by the Board, shall automatically forfeit his/her office.

#### (g) Resignations

Any member of the Board may resign by submitting a notice of resignation in writing to their respective Municipal Council with a copy to the Chairperson of the Stettler Community Hall Board.

### 4. **General Responsibilities**

The Stettler Community Hall Board shall be responsible for:

- (a) Encouraging the use of the facility.

- (b) Developing a three year maintenance/capital purchase plan and submitting it for approval to the Town of Stettler by December 1st of each year.
- (c) Maintain policies on rental rates and user guidelines as laid out by the Town of Stettler.
- (d) Evaluating the Stettler Community Hall Board projects on an annual basis.
- (e) Ensure that the facility is safe, clean and adequately maintained.
- (f) Maintaining positive relations with Community Hall users, and the Town of Stettler.

5. **Assets**

- (a) All assets administered by the Board are the property of the Town of Stettler.

6. **Liabilities/Financial Controls**

- (a) The Board shall develop an annual budget and submit said budget for approval to the Town of Stettler by December 1st of each year.
- (b) The Board shall monitor Hall expenditures and revenues.
- (c) All accounts for payment must be approved by the Stettler Community Hall Board.
- (d) Designated Signing Authority for the Stettler Community Hall Board bank account shall require two signatures as follows: the Board Chairperson or in his/her absence the Vice-Chairperson, and the Town of Stettler Secretary Treasurer or in his/her absence the Town of Stettler Town Manager.
- (e) All lease or other obligations greater than \$1,000 or obligations that exceed one year must be approved by the Town of Stettler Council and the Stettler Community Hall Board.
- (f) To have all grant applicants approved by the Town of Stettler.

READ a first time this 21st day of May, A.D. 1996.

READ a second time this 4th day of June, A.D. 1996.

READ a third time and finally passed this 4th day of June, A.D. 1996.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SECRETARY-TREASURER

**BYLAW 1882-03 –**  
**Stettler Parks & Leisure Services Advisory Board**

A Bylaw of the Town of Stettler in the Province of Alberta to define the purpose, composition, conduct and responsibilities of the Stettler Parks & Leisure Services Advisory Board.

WHEREAS it is deemed to be advisable to define the purpose, composition, conduct and responsibilities of the Stettler Parks & Leisure Services Advisory Board; and

NOW THEREFORE the Municipal Council of the Town of Stettler, duly assembled, enacts as follows:

1. That the Stettler Parks & Leisure Services Advisory Board shall be established.
2. That the purpose, composition, conduct and responsibilities of the Stettler Parks & Leisure Services Advisory Board are detailed in Schedule "A" hereto attached.
3. That Bylaw 1739-95 is hereby repealed.

READ a first time this 16<sup>th</sup> day of September, A.D. 2003.

READ a second time this 16<sup>th</sup> day of September, A.D. 2003.

READ a third time and finally passed this 16<sup>th</sup> day of September, A.D. 2003.

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
SECRETARY-TREASURER

**BYLAW 1882-03**  
**SCHEDULE "A"**

1. **Purpose**

- a. That the purpose of the Stettler Parks & Leisure Services Advisory Board shall be to communicate the needs for the provision of Recreation and Culture programs for all age groups in the Stettler and surrounding area. To help the Stettler Parks & Leisure Services Department and the Town of Stettler make informed decisions with respect to programs, fees, facilities, marketing and scheduling of facilities.

2. **Mission Statement**

- a. The Board shall cooperate with and encourage all organizations (i.e. public, private, civic, social and religious) within the Community of Stettler in supporting, promoting and encouraging sport, recreation, arts and culture.

3. **Composition of the Stettler Parks & Leisure Services Advisory Board**

- a. The Composition of Board shall be made up of members of the public and members of Town and County Councils as follows:
  - 1 Town Council
  - 1 County Council
  - Minimum of 5 community public to a maximum of 7 with at least 1 County member at large.
- b. The members so appointed shall hold office for a maximum term of six consecutive years. The appointments of members shall be completed in such a manner that there will be continuity in the membership.
- c. The Director of Parks & Leisure is responsible to the Town Manager for the operation of programs, facilities, staff, etc., and also acts as a resource person to the Board in achieving the items noted in this bylaw. (The Director of Recreation for the County may act as a resource person).
- d. Members are appointed by Town and County Council at their organizational meeting each year.
- e. In the event of a vacancy occurring other than by the effluence of time, the member shall be replaced by appointment of Council. Such a person after being duly appointed by Council shall hold office for the unexpired portion of the term, as outlined by Council.
- f. Any member of the Board may resign there from at any time by sending written notice to that effect to the Parks & Leisure Services Advisory Board Chairman. Any member may be removed for cause by Council at any time.
- g. Any member of the Board who shall be absent from three consecutive meetings of the Board shall (unless such absence be caused by illness, or be authorized by resolution of the Board entered on its minutes) forfeit their appointment and another member shall be appointed for the remainder of the term. The Chairman of the Board shall notify a member who has missed two consecutive meetings that failure to attend the next meeting shall result in the forfeit of their appointment.
- h. The Board at the first meeting in the month of November and each year shall elect a chairman and vice-chairman.
- i. Regular meetings of the Board shall be held and be conducted according to a recognized form of parliamentary procedure.

**4. Conduct of Meetings**

- a. Special meetings may be called by the Chairman giving twenty-four hours notice, or at the request of any three (3) members of the Board.
- b. The Parks and Leisure Services Department will supply a secretary for all meetings and copies of the minutes will be filled with the Town of Stettler's Secretary-Treasurer.
- c. A quorum shall be at least ½ of the appointed members.
- d. The Chairman shall vote on every question and in the event of a tie the motion shall be lost.

**5. Responsibilities of the Board Shall be as Follows:**

**(a) Policy Review and Development**

- (i) To research the effect of new policies on the community and communicate such to the Parks & Leisure Services Department and the Town of Stettler so informed decisions can be made.

**(b) Rates and Charges**

- (i) To annually develop current information pertaining to rates and charges.
- (ii) To understand the effect that new rates and charges will have on the various community organizations and communicate such to the Parks & Leisure Services Department and the Town of Stettler so informed decisions can be made.

**c. Communication**

- (i) To maintain continuous liaisons with the major identified user groups and prepare brief reports for each Board Meeting. Special interests groups will be invited to report on a regular basis.
- (ii) To maintain communication between the County representatives on the Board and County Council.
- (iii) Responsibility of the Board to bring forward future planning issues prior to Town of Stettler Strategic Planning Meeting.

**d. Marketing/Programming/Facilities**

- (i) To suggest program ideas.
- (ii) To suggest new user groups.
- (iii) To look at Park Plans as they are developed.
- (iv) To assist in a marketing strategy for sport, recreation, culture and facility utilization.
- (v) To assist in and support the creation of focus groups to deal with special projects.

## TOWN OF STETTLER

Prepared By: Assistant CAO                      Number: VII-7  
Adopted By: Town of Stettler Council                      Original Policy: 2024 04 16  
Previous Policy:  
Current Policy: 2024 04 16

Title: **Town of Stettler Asset Retirement Obligation Policy**

Purpose: The objective of this Policy is to stipulate the accounting treatment for asset retirement obligation (“ARO”) for the Town of Stettler so that users of the financial report can discern information about these assets, and their end-of-life obligations. The principal issues in accounting for AROs are the recognition and measurement of these obligations.

The Town of Stettler shall account for and report on asset retirement obligations (ARO) in compliance with the Public Sector Accounting Board (PSAB) Handbook, section 3280, and all relevant Alberta and Canada regulations.

Policy Statement: The policy applies to all departments, branches, boards and agencies falling within the reporting entity of the Town of Stettler, that possess asset retirement obligations including:

- a. Assets with legal title held by the Town of Stettler;
- b. Assets controlled by the Town of Stettler;
- c. Assets that have not been capitalized or recorded as a tangible capital asset for financial statement purposes.

Existing laws and regulations require public sector entities to take specific actions to retire certain tangible capital assets at the end of their useful lives. This includes activities such as removal of asbestos, and retirement of landfills. Other obligations to retire tangible capital assets may arise from contracts, court judgments, or lease arrangements.

The legal obligation, including obligations created by promises made without formal consideration, associated with retirement of tangible capital assets controlled by the Town of Stettler, will be recognized as a liability in the books of the Town of Stettler as of January 1, 2023.

Asset retirement obligations result from acquisition, construction, development, or normal use of the asset. These obligations are predictable, likely to occur, and unavoidable. Asset retirement obligations are separate and distinct from contaminated site liabilities. The liability for contaminated sites is normally resulting from

unexpected contamination exceeding the environment standards. Asset retirement obligations are not necessarily associated with contamination.

#### Definitions:

**Accretion Expense** is the increase in carrying amount of a liability for asset retirement obligations due to the passage of time.

**Asset Retirement activities** include all activities related to an asset retirement obligation.

These may include, but are not limited to:

- a. Decommissioning or dismantling a tangible capital asset that was acquired, constructed, developed or leased;
- b. Remediation of contamination of a tangible capital asset created by its normal use;
- c. Post-retirement activities such as monitoring; and
- d. Constructing other tangible capital assets to perform post-retirement activities.

**Asset retirement cost** is the estimated amount required to retire a tangible capital asset.

**Asset retirement obligation** is a legal obligation associated with the retirement of a tangible capital asset.

**Controlled asset** means an asset that is owned or controlled, directly or indirectly, by the Town of Stettler.

**Tangible capital assets** are non-financial assets having physical substance that:

- a. Are held for use in the production or supply of goods and services, for rental to others, for administrative purposes or for the development, construction, maintenance, or repair of other Town of Stettler tangible capital assets;
- b. Have useful economic lives extending beyond an accounting period;
- c. Are to be used on a continuing basis in the Town of Stettler's operations; and
- d. Are not for sale in the ordinary course of operations.

**Retirement of a tangible capital asset** is the permanent removal of a tangible capital asset from service. This term encompasses sale, abandonment, or disposal in some other manner but not its temporary idling.

#### Responsibilities

##### Council Responsibilities:

Council's responsibility for this policy is to approve it via resolution and review and monitor it as per the PSAB Handbook



## Administration Responsibilities:

### Roles and Responsibilities of Departments

Departments are required to:

- a. Communicate with Finance for retirement obligations, and any changes in asset condition or retirement timelines,
- b. Assist in preparation of cost estimates for retirement obligations, and
- c. Inform Finance of any legal or contractual obligations at inception of any such obligation.

Finance is responsible for implementing the asset retirement obligation policy in accordance with the legal obligation of the Federal and Provincial legislation.

Finance is responsible for the development of and adherence to policies for the accounting and reporting of asset retirement obligations in accordance with Public Sector Accounting Board section 3280. This includes responsibility for:

- a. Reporting asset retirement obligations in the financial statements of the Town of Stettler and other statutory financial documents,
- b. Monitoring the application of this Policy,
- c. Managing processes within the TCA accounting module, and
- d. Investigating issues and working with asset owners to resolve issues.

Public Works and Engineering, directly informed by finance in terms of ARO, are responsible for providing cost-effective projections of asset retirement obligations, by consulting with engineers, technicians, and other personnel familiar with the assets and conditional assessments, collecting the relevant information required to minimize service cost, and providing the information to the Finance Department for processing.

## General Guidelines:

Recognition:

A liability should be recognized when, as at the financial reporting date:

- a. There is a legal obligation to incur retirement costs in relation to a tangible capital asset;
- b. The past transaction or event giving rise to the liability has occurred;
- c. It is expected that future economic benefits will be given up/ and
- d. A reasonable estimate of the amount can be made.

A liability for an asset retirement obligation cannot be recognized unless all of the criteria above are satisfied. The estimate of the liability would be based on the requirements in existing agreements, contracts, legislation or legally enforceable obligations, and technology expected to be used in asset retirement activities.

The estimate of a liability should include costs directly attributable to asset retirement activities. Costs would include post-retirement operation, maintenance and monitoring that are an integral part of the retirement of the tangible capital asset.

Directly attributable costs would include, but are not limited to, payroll and benefits, equipment and facilities, materials, legal and other professional fees, and overhead costs directly attributable to the asset retirement activity.

Upon initial recognition of a liability for an asset retirement obligation, the Town of Stettler will recognize an asset retirement cost by increasing the carrying amount of the related tangible capital asset (or a component thereof) by the same amount as the liability. Where the obligation relates to an asset which is no longer in service, and not providing economic benefit, or to an item not recorded by the Town of Stettler as an asset, the obligation is expensed upon recognition.

The capitalization thresholds applicable to the different asset categories will also be applied to the asset retirement obligations to be recognized within each of those asset categories.

#### Subsequent Measurement:

The asset retirement costs will be allocated to accretion expense in a rational and systemic manner (straight-line method) over the useful life of the tangible capital asset or a component of the asset. On an annual basis, the existing asset retirement obligations will be assessed for any changes in expected costs, term to retirement, or any other changes that may impact the estimated obligation. In addition, any new obligations identified will also be assessed.

#### Presentation and Disclosure:

The liability for asset retirement obligations will be disclosed.

#### Related Documents:

1. Public Sector Accounting Board, Public Sector Handbook, Section PS 3280 Asset Retirement Obligations.
2. Asset Retirement Obligation Valuation Document

2024 Budget Summary - February 29, 2024

Revenue	2024 Budget	2024 Actual - February 29, 2024	Variance	%	Notes
Administration	\$272,020.00	\$6,480.32	\$265,539.68	2.38%	Sale of Lot / AT Project En
	Inter Dept Utility Transfer - \$250,000				
Police	\$778,728.00	\$9,520.13	\$769,207.87	1.22%	MSI Operating - \$104,896
	Traffic Fines - Budget - \$60,000 - Actual - \$9,101.04 - 15%				
	Provincial Grant - \$347,616				
	Community Resource Program - Clearview \$40,000 / County - \$70,216				
Fire	\$172,562.00	-\$116.08	\$172,678.08	-0.07%	
Disaster Services	\$0.00	\$0.00	\$0.00		
Bylaw Enforcement	\$113,700.00	\$120,626.00	-\$6,926.00	106.09%	
	Business Licenses Budget - \$90,000 - Actual \$97,150.00 / Animal License Budget \$21,700 - Actual \$23,326.00				
Roads, Streets, Walks, Lights	\$64,535.00	\$28.68	\$64,506.32	0.04%	
Airport	\$10,880.00	\$0.00	\$10,880.00	0.00%	
Drainage	\$0.00	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,393,422.00	\$345,653.11	\$3,047,768.89	10.19%	
	Metered sale of water (Budget - \$2,099,132 - Actual \$138,096.95 = 7% - end of January - 8%)				
	Metered out of Town (Budget - \$1,182,500 - Actual \$200,803.31 = 17% - end of January - 8%)				
	Bulk water - Budget - \$40,000 - Actual - \$614.01 - 2%				
Sewer	\$1,013,741.00	\$72,886.61	\$940,854.39	7.19%	
	Sewer Service Charges (Budget - \$951,721 - Actual \$72,909.61 = 8% - end of January - 8%)				
Garbage Collection & Disposal	\$877,238.00	\$70,662.39	\$806,575.61	8.06%	SWMA haul rebate - \$26,351
	Residential Garbage Revenue (Budget - \$658,560 - Actual \$69,560.00 = 10% - end of January - 8%)				
	Recycling Revenue (Budget - \$184,800 - Actual \$28.56 = 0% - end of January - 8%)				
FCSS	\$164,220.00	-\$883.94	\$165,103.94	-0.54%	
Cemetery	\$23,600.00	\$6,630.00	\$16,970.00	28.09%	
Planning & Development	\$44,500.00	\$1,567.20	\$42,932.80	3.52%	
	Building Permits (Budget - \$30,000 - Actual - \$0.00)				
Economic Development - BOT	\$146,570.00	\$37,159.38	\$109,410.62	25.35%	
Subdivision Land	\$500.00	\$0.00	\$500.00	0.00%	Subdivision Fees
Land, Housing & Rentals	\$292,894.00	\$66,791.68	\$226,102.32	22.80%	
	AE Kennedy Health Unit - \$212,679				
	Ambulance Station - \$20,100				
	SRC - Library - Budget - \$42,000				
Recreation - General	\$4,000.00	-\$31.43	\$4,031.43	-0.79%	
Recreation Programs	\$27,318.00	\$1,086.45	\$26,231.55	3.98%	Ball / Soccer
Facilities	\$1,114,267.00	\$127,882.27	\$986,384.73	11.48%	County / Pool / SRC
Community Hall	\$40,000.00	\$1,183.45	\$38,816.55	2.96%	
Senior's Center	\$21,750.00	\$3,245.32	\$18,504.68	14.92%	\$6000 Casino
Parks	\$130,800.00	\$4,321.34	\$126,478.66	3.30%	
	Lions Campground - Budget - \$130,000 - actual - \$4,166.69 = 3%				
Operating Contingency	\$0.00	\$0.00	\$0.00	#DIV/0!	
Taxes / Penalties	\$9,279,247.00	-\$839.22	\$9,280,086.22	-0.01%	
Other Revenue	\$2,707,682.00	\$413,900.51	\$2,293,781.49	15.29%	
	Franchise Fee - GAS (Budget - \$1,218,960 - Actual \$159,841.67 = 13% - end of January - 8%)				
	Franchise Fee - ELECTRIC (Budget - \$820,322 - Actual \$80,186.15 = 10% - end of January - 8%)				
	Return on Investments (Budget - \$600,000 - Actual - \$117,138.92) = 20%				
<b>Total Revenue</b>	<b>\$20,694,174.00</b>	<b>\$1,287,754.17</b>	<b>\$19,406,419.83</b>	<b>6.22%</b>	

Expense	2024 Budget	2024 Actual - February 29, 2024	Variance	%	Notes
Council & Legislative	\$246,650.00	\$40,878.65	\$205,771.35	16.57%	
Council Honorarium (Budget - \$177,650)					
Council per diem - Budget - \$27,000					
Council travel & subsistance - Budget - \$22,000)					
Council membership Conferences (Budget - \$16,000 - Actual \$7,081.65 = 44%)					
Administration	\$1,130,012.00	\$161,494.64	\$968,517.36	14.29%	
Police	\$1,813,785.00	\$23,381.79	\$1,790,403.21	1.29%	
RCMP - Contract Billings \$1,675,155					
Fire	\$866,499.00	-\$8,390.20	\$874,889.20	-0.97%	
Disaster Services	\$46,741.00	\$75.62	\$46,665.38	0.16%	
Bylaw Enforcement	\$196,763.00	\$15,180.02	\$181,582.98	7.71%	
Common Services	\$270,527.00	\$52,776.61	\$217,750.39	19.51%	
Roads, Streets, Walks, Lights	\$2,048,004.00	\$205,884.30	\$1,842,119.70	10.05%	
Airport	\$59,688.00	\$5,485.96	\$54,202.04	9.19%	
Water Supply & Distribution	\$3,334,666.00	\$313,303.72	\$3,021,362.28	9.40%	
Sewer	\$791,619.00	\$64,739.72	\$726,879.28	8.18%	
Garbage Collection & Disposal	\$822,715.00	\$25,093.08	\$797,621.92	3.05%	
FCSS	\$205,275.00	\$51,318.65	\$153,956.35	25.00%	
Cemetery	\$66,780.00	\$1,412.05	\$65,367.95	2.11%	
Comm Services -Handi Bus	\$25,000.00	\$0.00	\$25,000.00	0.00%	
Planning & Development	\$375,500.00	\$83,495.48	\$292,004.52	22.24%	
Economic Development	\$616,405.00	\$58,363.94	\$558,041.06	9.47%	
Subdivison Land	\$50,410.00	\$9,837.78	\$40,572.22	19.52%	
Land, Housing & Rentals	\$47,540.00	\$14,180.25	\$33,359.75	29.83%	
Recreation - General	\$155,645.00	\$23,252.73	\$132,392.27	14.94%	
Recreation Programs	\$82,180.00	\$4,122.37	\$78,057.63	5.02%	
Facilities	\$2,766,939.00	\$354,964.49	\$2,411,974.51	12.83%	
Culture	\$353,268.00	\$78,145.17	\$275,122.83	22.12%	Parkland, Library, Museum
Community Hall	\$111,880.00	\$26,237.84	\$85,642.16	23.45%	
Senior's Center	\$13,430.00	\$943.22	\$12,486.78	7.02%	
Parks	\$747,942.00	\$19,978.73	\$727,963.27	2.67%	
Operating Contingency	-\$191,000.00	\$0.00	-\$191,000.00	0.00%	WTP Gross Recovery, Tran to Res
WTP gross recovery - (\$191,000) (JE made at end of year prior to Audit)					
Available for Capital from 2024 Operating Budget for 2024 Capital Budget - \$882,919 (Water \$58,756 + Utility \$276,645 (sewer, waste, recycling) + Total Available for Capital - \$547,518) = \$882,919					
Requisitions	\$2,756,392.00	\$0.00	\$2,756,392.00	0.00%	
ASFF (Budget - \$2,207,833 - Actual - \$0.00 - 0%)					
ASFF Separate School (Budget - \$167,793 - Actual - \$0.00 - 0%)					
County of Stettler Senior Lodges (Budget - \$380,766 - Actual - \$0.00 - 0%)					
<b>Total Expense</b>	<b>\$19,811,255.00</b>	<b>\$1,626,156.61</b>	<b>\$18,185,098.39</b>	<b>8.21%</b>	
<b>Surplus / Deficit</b>	<b>\$882,919.00</b>	<b>-\$338,402.44</b>			

2024 Budget Summary - March 31, 2024

Revenue	2024 Budget	2024 Actual - March 31, 2024	Variance	%	Notes
Administration	\$272,020.00	\$27,640.75	\$244,379.25	10.16%	Sale of Lot / AT Project En
	Inter Dept Utility Transfer - \$250,000)				
Police	\$778,728.00	\$16,750.93	\$761,977.07	2.15%	MSI Operating - \$104,896
	Traffic Fines - Budget - \$60,000 - Actual - \$15,227.04 - 25%				
	Provincial Grant - \$347,616				
	Community Resource Program - Clearview \$40,000 / County - \$70,216				
Fire	\$272,562.00	-\$116.08	\$272,678.08	-0.04%	
Disaster Services	\$0.00	\$0.00	\$0.00		
Bylaw Enforcement	\$113,700.00	\$120,876.00	-\$7,176.00	106.31%	
	Business Licenses Budget - \$90,000 - Actual \$96,750.00 /Animal License Budget \$21,700 - Actual \$23,826.00				
Roads, Streets, Walks, Lights	\$469,535.00	-\$422.78	\$469,957.78	-0.09%	
Airport	\$10,880.00	\$0.00	\$10,880.00	0.00%	
Drainage	\$0.00	\$0.00	\$0.00	0.00%	
Water Supply & Distribution	\$3,418,422.00	\$600,229.90	\$2,818,192.10	17.56%	
	Metered sale of water (Budget - \$2,099,132 - Actual \$285,065.48 = 14% - end of February - 17%)				
	Metered out of Town (Budget - \$1,182,500 - Actual \$304,544.14 = 26% - end of February - 17%)				
	Bulk water - Budget - \$40,000 - Actual - \$1,206.71 - 3%				
Sewer	\$1,053,741.00	\$147,080.60	\$906,660.40	13.96%	
	Sewer Service Charges (Budget - \$951,721 - Actual \$147,103.60 = 15% - end of February - 17%)				
Garbage Collection & Disposal	\$877,238.00	\$152,477.43	\$724,760.57	17.38%	SWMA haul rebate - \$26,351
	Residential Garbage Revenue (Budget - \$658,560- Actual \$108,366.56 = 16% - end of February - 17%)				
	Recycling Revenue (Budget - \$184,800 - Actual \$29,707.10 =16% - end of February - 17%)				
FCSS	\$164,220.00	-\$883.94	\$165,103.94	-0.54%	
Cemetery	\$23,600.00	\$7,003.70	\$16,596.30	29.68%	
Planning & Development	\$118,500.00	\$2,228.50	\$116,271.50	1.88%	
	Building Permits (Budget - \$30,000 - Actual - \$114.50)				
Economic Development - BOT	\$146,570.00	\$68,678.19	\$77,891.81	46.86%	
Subdivision Land	\$500.00	\$0.00	\$500.00	0.00%	Subdivision Fees
Land, Housing & Rentals	\$292,894.00	\$84,591.64	\$208,302.36	28.88%	
	AE Kennedy Health Unit - \$212,679				
	Ambulance Station - \$20,100				
	SRC - Library - Budget - \$42,000				
Recreation - General	\$4,000.00	\$11,996.04	-\$7,996.04	299.90%	
Recreation Programs	\$27,318.00	\$1,651.19	\$25,666.81	6.04%	Ball / Soccer
Facilities	\$1,285,767.00	\$208,126.86	\$1,077,640.14	16.19%	County / Pool / SRC
Community Hall	\$55,000.00	\$2,664.40	\$52,335.60	4.84%	
Senior's Center	\$21,750.00	\$5,009.75	\$16,740.25	23.03%	\$6000 Casino
Parks	\$210,800.00	\$14,083.39	\$196,716.61	6.68%	
	Lions Campground - Budget - \$130,000 - actual - \$13,528.74 = 10%				
Operating Contingency	\$0.00	\$0.00	\$0.00	#DIV/0!	
Taxes / Penalties	\$9,414,905.62	-\$14,746.37	\$9,429,651.99	-0.16%	
Other Revenue	\$2,707,682.00	\$643,240.17	\$2,064,441.83	23.76%	
	Franchise Fee - GAS (Budget - \$1,218,960 - Actual \$270,847.67 = 22% - end of February - 17%)				
	Franchise Fee - ELECTRIC (Budget - \$820,322 - Actual \$147,866.52 = 18% - end of February - 17%)				
	Return on Investments (Budget - \$600,000 - Actual - \$174,296.58) = 29%				
<b>Total Revenue</b>	<b>\$21,740,332.62</b>	<b>\$2,098,160.27</b>	<b>\$19,642,172.35</b>	<b>9.65%</b>	

Expense	2024 Budget	2024 Actual - March 31, 2024	Variance	%	Notes
Council & Legislative	\$248,427.00	\$60,461.36	\$187,965.64	24.34%	
Council Honorarium (Budget - \$179,427)					
Council per diem - Budget - \$27,000					
Council travel & subsistance - Budget - \$22,000)					
Council membership Conferences (Budget - \$16,000 - Actual \$7,331.65 = 46%)					
Administration	\$1,136,298.00	\$244,852.01	\$891,445.99	21.55%	
Police	\$1,815,154.00	\$34,282.71	\$1,780,871.29	1.89%	
RCMP - Contract Billings \$1,675,155					
Fire	\$969,715.00	\$59,099.38	\$910,615.62	6.09%	
Disaster Services	\$46,741.00	\$115.65	\$46,625.35	0.25%	
Bylaw Enforcement	\$196,855.00	\$30,681.71	\$166,173.29	15.59%	
Common Services	\$392,615.00	\$73,141.26	\$319,473.74	18.63%	
Roads, Streets, Walks, Lights	\$2,372,138.00	\$374,695.73	\$1,997,442.27	15.80%	
Airport	\$59,847.00	\$6,947.77	\$52,899.23	11.61%	
Water Supply & Distribution	\$3,371,025.00	\$569,507.96	\$2,801,517.04	16.89%	
Sewer	\$823,757.00	\$154,101.08	\$669,655.92	18.71%	
Garbage Collection & Disposal	\$815,432.00	\$158,236.09	\$657,195.91	19.41%	
FCSS	\$205,275.00	\$51,318.65	\$153,956.35	25.00%	
Cemetery	\$67,356.00	\$1,951.08	\$65,404.92	2.90%	
Comm Services -Handi Bus	\$25,000.00	\$0.00	\$25,000.00	0.00%	
Planning & Development	\$474,434.00	\$119,449.43	\$354,984.57	25.18%	
Economic Development	\$619,150.00	\$106,799.88	\$512,350.12	17.25%	
Subdivison Land	\$49,865.00	\$13,438.92	\$36,426.08	26.95%	
Land, Housing & Rentals	\$47,628.00	\$17,278.87	\$30,349.13	36.28%	
Recreation - General	\$156,599.00	\$35,606.85	\$120,992.15	22.74%	
Recreation Programs	\$82,345.00	\$6,399.44	\$75,945.56	7.77%	
Facilities	\$2,959,853.00	\$599,000.06	\$2,360,852.94	20.24%	
Culture	\$353,387.00	\$79,068.61	\$274,318.39	22.37%	Parkland, Library, Museum
Community Hall	\$127,219.00	\$33,880.85	\$93,338.15	26.63%	
Senior's Center	\$13,481.00	\$1,325.47	\$12,155.53	9.83%	
Parks	\$833,102.00	\$40,560.76	\$792,541.24	4.87%	
Operating Contingency	-\$203,706.00	\$0.00	-\$203,706.00	0.00%	WTP Gross Recovery, Tran to Res
WTP gross recovery - (\$191,000) (JE made at end of year prior to Audit)					
Available for Capital from 2024 Operating Budget for 2024 Capital Budget - \$949,797 (Water \$47,397+ Utility \$291,790 (sewer, waste, recycling) + Total Available for Capital - \$610,610) = \$949,797					
Requisitions	\$2,731,543.62	\$582,261.18	\$2,149,282.44	21.32%	
ASFF (Budget - \$2,188,640.77 - Actual - \$541,135.34 - 25%)					
ASFF Separate School (Budget - \$170,934.85 - Actual - \$41,125.84 - 24%)					
County of Stettler Senior Lodges (Budget - \$371,968 - Actual - \$0.00 - 0%)					
<b>Total Expense</b>	<b>\$20,790,535.62</b>	<b>\$3,454,462.76</b>	<b>\$17,336,072.86</b>	<b>16.62%</b>	
<b>Surplus / Deficit</b>	<b>\$949,797.00</b>	<b>-\$1,356,302.49</b>			

**TOWN OF STETTLER**  
**CU BANK RECONCILIATION for Vision Credit Union**  
**AS OF March 31 , 2024**

Net Balance at End of Previous Month	\$	12,059,633.09
ADD: General Receipts (summarized below)		1,209,123.97
Interest Earned (Prime 7.20% less 1.60% = 5.60%)		56,696.58
Investments Matured		-
SUBTOTAL		13,325,453.64
LESS: General Disbursements		1,457,913.71
Payroll		297,740.29
Investments		-
Debenture Payments		207,588.19
Returned Cheques		891.39
Bank Charges		527.99
SUBTOTAL		1,964,661.57
<b>NET BALANCE AT END OF CURRENT MONTH (General Ledger)</b>	<b>\$</b>	<b>11,360,792.07</b>

Balance at End of Month - Bank		11,305,139.22
ADD: Outstanding Deposits		64,848.90
LESS: Outstanding Cheques		9,196.05
<b>NET BALANCE AT END OF CURRENT MONTH (Bank)</b>	<b>\$</b>	<b>11,360,792.07</b>

<u>INVESTMENTS:</u>		
US Bank Account		501,337.95
US Bank Interest		126.52
SUBTOTAL		501,464.47
<b>TOTAL CASH ON HAND AND ON DEPOSIT</b>	<b>\$</b>	<b>11,862,256.54</b>

THIS STATEMENT SUBMITTED TO COUNCIL THIS 2th DAY OF April, 2024

\_\_\_\_\_  
MAYOR

\_\_\_\_\_  
ASSISTANT CAO

	A	B	C
2	<b>GENERAL RECEIPTS SUMMARY</b>		
3	Tax	AR	307,915
4	Utility	AR	284,653
5	BOT	Salary Reversal	6,788
6	BOT	Big Jack Classic	9,840
7	Count Of Stettler	Fire Dispatch Fees	18,446
8	Drumbeller WTP	Used Chlorine Gas Equip	5,000
9	Fines Distrbution	Fine	6,126
10	For Heaven' s Sake	Donation	12,000
11	Gov't Alberta	GST	60,062
12	Jakhar Transport	Replacement Cross Walk	9,029
13	SMRWSC	Water	63,714
14	Stettler Waste	Waste	7,177
15	HWY 12/21	Water	41,310
16	SRC	Minor Hockey	28,916
17	AB Health Service	Rental- Kennedy	17,799
18	AB Tans	Fire	11,200
19	Atco Electric	Franchise Fee	71,064
20	Apex	Franchise Fee	116,556
21	Other		131,528
22		Total	1,209,124

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77180	77190
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Central Alberta Recreation Ass	77180	2024-03-22	\$100.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pool Toys Program	2024-STETTLER	\$100.00	
-----			
Competition Chevrolet Ltd.	77181	2024-03-22	\$92,217.56
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Regional Manager	2024.03.22	\$92,217.56	
-----			
John's Mens Wear	77182	2024-03-22	\$57.75
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Repatching Uniform	169699189	\$57.75	
-----			
Ken-Mar Concrete	77183	2024-03-22	\$5,586.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Snow Removal Machine Rent	1790	\$5,586.00	
-----			
Linde Canada	77184	2024-03-22	\$1,286.88
-----			
Invoice Description	Invoice Number	Invoice Amount	
Pool Chemicals	41633533	\$1,286.88	
-----			
Ornamental Bronze Limited	77185	2024-03-22	\$510.30
-----			
Invoice Description	Invoice Number	Invoice Amount	
Cemetery Niche Wreath	107148	\$510.30	
-----			
RCAP Leasing	77186	2024-03-22	\$218.40
-----			
Invoice Description	Invoice Number	Invoice Amount	
Office Telephone	972052	\$218.40	
-----			
Receiver General for Canada	77187	2024-03-22	\$67,303.71
-----			
Invoice Description	Invoice Number	Invoice Amount	
STE2 Town Tax Remittance	PP06-24	\$57,399.74	
STE1 Town Tax Remittance	PP06-24.	\$4,258.66	
BOT Tax Remittance	PP06-24.BOT	\$2,380.52	
Library Tax Remittance	PP06-24.LIBRAR	\$3,264.79	
-----			
Toms Boots & Western Wear	77188	2024-03-22	\$283.45
-----			
Invoice Description	Invoice Number	Invoice Amount	
Trans Saftey Supplies	9659	\$283.45	



Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Town of Stettler - Petty Cash	77189	2024-03-22	\$267.00
=====			
Invoice Description	Invoice Number	Invoice Amount	
A/P Lotto	2024.03.19	\$267.00	
=====			
Town Trophy & Gifts	77190	2024-03-22	\$56.70
=====			
Invoice Description	Invoice Number	Invoice Amount	
Council Photo Frames	15951	\$56.70	
=====			
Total Cheques			\$167,887.75
=====			

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77191	77207
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Atlas Copco Compressors Canada	77191	2024-04-05	\$444.74
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Water Plant - Auto Drain Kit		1124004921	\$444.74
-----			
C. R. Glass Ltd.	77192	2024-04-05	\$561.75
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
SRC Repair Window		3508	\$561.75
-----			
Cal-Trac Contracting Ltd.	77193	2024-04-05	\$6,507.38
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Shoe Removla Mar Grader Rental		304297	\$6,507.38
-----			
Cammco Mechanical	77194	2024-04-05	\$1,035.05
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Fire Mud Flap Kit & AUX		2271	\$1,035.05
-----			
Charles Cormier	77195	2024-04-05	\$1,260.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Airport GPS Certification		24028	\$1,260.00
-----			
Daniel Hunt	77196	2024-04-05	\$150.69
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Clearing Refund Tax Roll		2024.03.27	\$150.69
-----			
Linde Canada	77197	2024-04-05	\$383.92
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Pool Chemicals		41764903	\$383.92
-----			
LIV North	77198	2024-04-05	\$1,222.20
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Fitness 13 case of gym wipes		INV0048062	\$1,222.20
-----			
Mega-Tech	77199	2024-04-05	\$614.94
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Fire Ion T Series Duo & Flashe		24-2422	\$614.94
-----			
Nutrien Ag Solutions (Canada)	77200	2024-04-05	\$431.55
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Sewer Grass Seed for pond B	901475037		\$431.55
Ornamental Bronze Limited	77201	2024-04-05	\$207.90
-----			
Invoice Description	Invoice Number	Invoice Amount	
Cemetery 2023 Date Tab	107300	\$207.90	
Receiver General for Canada	77202	2024-04-05	\$65,393.30
-----			
Invoice Description	Invoice Number	Invoice Amount	
Town Tax Remittance	PP07-24	\$56,711.76	
Town Tax Remittance	PP07-24.	\$2,981.44	
BOT Tax Remittance	PP07-24 BOT	\$2,380.52	
Library Tax Remittance	PP07-24 LIBRAR	\$3,319.58	
Sienna's Cleaning	77203	2024-04-05	\$800.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Shop 8 Cleans	690610	\$800.00	
SignWright	77204	2024-04-05	\$2,037.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire New Decal Package	8240	\$2,037.00	
The Society of Local Governmen	77205	2024-04-05	\$425.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
GIS 2024 Professional Fees	265.2024	\$425.00	
Uline Canada Corporation	77206	2024-04-05	\$61.12
-----			
Invoice Description	Invoice Number	Invoice Amount	
SRC Table Parts	13871836	\$27.41	
SRC Table Parts	13874530	\$33.71	
Van Electric	77207	2024-04-05	\$6,114.68
-----			
Invoice Description	Invoice Number	Invoice Amount	
Shop Replaxe Bathroom Fans	605	\$1,013.25	
Shop Fix Outside Recepticals	610	\$285.60	
Airport Runway Light Repairs	637	\$4,815.83	
Total Cheques			\$87,651.22

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number 77208	77214
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Brandt Tractor Ltd.	77208	2024-04-12	\$101,551.80
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Equipment 2024 John Deer Skid		2024-04.10	\$101,551.80
=====			
Mega-Tech	77209	2024-04-12	\$1,721.84
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Fire Town Alum Bumper w 4 ION		24-2912	\$1,721.84
=====			
Norman, Laura	77210	2024-04-12	\$73.49
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
HBC Drying Rack for HBC Trade		2024.02.21	\$73.49
=====			
Stettler Independent	77211	2024-04-12	\$68.25
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Office News Paper Subscription		2024-OFFICE	\$68.25
=====			
Sweet Home on Main	77212	2024-04-12	\$225.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Bylaw Refund Business License		2023.03.13	\$225.00
=====			
Thinktel Communications	77213	2024-04-12	\$169.17
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Office Apr Telephone Services		1335097	\$169.17
=====			
Wm E Hay Building Construction	77214	2024-04-12	\$90.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
HBC Compost Bin Trade Show Pri		2024-79	\$90.00
=====			
Total Cheques			\$103,899.55
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0007275	EFT0007312
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Alberta Animal Services	EFT0007275	2024-04-09	\$15,031.04
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Bylaw Mar Enforcement		11270	\$15,031.04
-----			
Alberta Elevating Devices	EFT0007276	2024-04-09	\$263.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Office Joint Elevator Permit		EP070154	\$131.50
SRC Elevator Permit		EP076538	\$131.50
-----			
APEX Supplementary Pension Pla	EFT0007277	2024-04-09	\$334.42
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Sub Pension Plan Remit		PP07-24	\$334.42
-----			
Barnes, Roger	EFT0007278	2024-04-09	\$25.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
SRC Apr Phone Allownace		2024.04.01	\$25.00
-----			
Brennan, Maya	EFT0007279	2024-04-09	\$150.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
P&D Apr Travel Allowance		2024.04.01	\$150.00
-----			
Bunzl Cleaning & Hygiene	EFT0007280	2024-04-09	\$518.96
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
SRC Floor Wax		139401	\$374.10
SRC Janitor Supplies		139386	\$144.86
-----			
Canadian Union of Public Emplo	EFT0007281	2024-04-09	\$660.00
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Union Dues		PP07-24	\$660.00
-----			
Capital Power	EFT0007282	2024-04-09	\$89,627.36
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Affiliate February Power Bills		5186298	\$7,977.75
Feb Power Bills		5186316	\$81,649.61
-----			
Commercial Truck Equipment Cor	EFT0007283	2024-04-09	\$1,502.54
-----			
Invoice Description		Invoice Number	Invoice Amount
-----			
Fire Tailboard 4way trim corne		CA-04553953-0	\$1,502.54

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
County of Stettler	EFT0007284	2024-04-09	\$3,937.50
-----			
	Invoice Description	Invoice Number	Invoice Amount
	Emergency Response #23-296	IVC044659	\$1,925.00
	Emergency Response #23-294	IVC045198	\$1,575.00
	Emergency Response #24-011	IVC045199	\$437.50
-----			
Dahl, Steven	EFT0007285	2024-04-09	\$70.00
-----			
	Invoice Description	Invoice Number	Invoice Amount
	Shop April Tool Allowance	2024.04.01	\$70.00
-----			
Dodd, Sonia	EFT0007286	2024-04-09	\$125.00
-----			
	Invoice Description	Invoice Number	Invoice Amount
	admin/Pool Apr Phone & Trvl	2024.04.01	\$125.00
-----			
Dolan, Lori	EFT0007287	2024-04-09	\$25.00
-----			
	Invoice Description	Invoice Number	Invoice Amount
	Pool Apr Phone Allowance	2024.04.01	\$25.00
-----			
ECA Review	EFT0007288	2024-04-09	\$521.46
-----			
	Invoice Description	Invoice Number	Invoice Amount
	Clean Energy Program	18362	\$521.46
-----			
ElectroGas Monitors Ltd.	EFT0007289	2024-04-09	\$4,406.64
-----			
	Invoice Description	Invoice Number	Invoice Amount
	Fire Microchip Charger	SI112868	\$462.84
	Fire InteliDox Solo	SI113100	\$3,943.80
-----			
Falcon Equipment Ltd.	EFT0007290	2024-04-09	\$1,164.02
-----			
	Invoice Description	Invoice Number	Invoice Amount
	Trans Scraper Blade	312003910	\$476.66
	Trans Output Shaft	312004057	\$687.36
-----			
Stettler FCSS	EFT0007291	2024-04-09	\$51,318.65
-----			
	Invoice Description	Invoice Number	Invoice Amount
	2nd Quarter Requisition	2024.04.01	\$51,318.65
-----			
Gerlitz, Steven	EFT0007292	2024-04-09	\$100.00
-----			
	Invoice Description	Invoice Number	Invoice Amount
	Admin/Office Apr Phone & Trvl	2024.04.01	\$100.00
-----			
Graham, Leann	EFT0007293	2024-04-09	\$375.00
-----			
	Invoice Description	Invoice Number	Invoice Amount
	Admin/Office Apr Phone & Trvl	2024.04.01	\$375.00

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Humphreys Sarah	EFT0007294	2024-04-09	\$45.00
Invoice Description	Invoice Number	Invoice Amount	
Fitness Pilates Class	2024.03.21	\$45.00	
i. d. Apparel	EFT0007295	2024-04-09	\$126.00
Invoice Description	Invoice Number	Invoice Amount	
PR Trade Show Table Cloth	119923	\$126.00	
Local Authorities Pension Plan	EFT0007296	2024-04-09	\$32,070.38
Invoice Description	Invoice Number	Invoice Amount	
LAPP Contribution	PP07-24 ER442	\$32,070.38	
Leckie, Neil	EFT0007297	2024-04-09	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool Apr Phone Allowance	2024.04.01	\$25.00	
Macey, Mikayla	EFT0007298	2024-04-09	\$40.00
Invoice Description	Invoice Number	Invoice Amount	
Shop Apr Tool Allowance	2024.04.01	\$40.00	
Manalastas, Victor	EFT0007299	2024-04-09	\$3,150.00
Invoice Description	Invoice Number	Invoice Amount	
Office Joint March Janitor	9	\$3,150.00	
McQuay, Grant	EFT0007300	2024-04-09	\$95.38
Invoice Description	Invoice Number	Invoice Amount	
Water Trans Training Meals	2024.03.22	\$95.38	
NextGen Automation	EFT0007301	2024-04-09	\$774.63
Invoice Description	Invoice Number	Invoice Amount	
Office 02.29-03.29 Photocopies	570690	\$774.63	
Orion Safety Equipment Ltd.	EFT0007302	2024-04-09	\$1,387.83
Invoice Description	Invoice Number	Invoice Amount	
WTP Winch repair/Recertication	79493	\$1,387.83	
Parkland Regional Library	EFT0007303	2024-04-09	\$13,860.88
Invoice Description	Invoice Number	Invoice Amount	
2nd Quarter Req Payment	240222	\$13,860.88	
Peterson, Chase	EFT0007304	2024-04-09	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
Pool Apr Phone Allowance	2024.04.01	\$25.00	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Raw Tools Ltd.	EFT0007305	2024-04-09	\$1,067.33
Invoice Description	Invoice Number	Invoice Amount	
Trans/Water Trans Ear Phones	63712	\$1,067.33	
Robbins, Brad	EFT0007306	2024-04-09	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
P&L Apr Travel Allowance	2024.04.01	\$100.00	
Stettler Dads Services	EFT0007307	2024-04-09	\$1,500.00
Invoice Description	Invoice Number	Invoice Amount	
March Meter Reader	2024-03	\$1,500.00	
Stettler Public Library	EFT0007308	2024-04-09	\$62,944.75
Invoice Description	Invoice Number	Invoice Amount	
2nd Quarter Req Payment	2024.04.01	\$62,944.75	
Stormoen, Angela	EFT0007309	2024-04-09	\$175.00
Invoice Description	Invoice Number	Invoice Amount	
P&D Apr Trvl & Phone Allowane	2024.04.01	\$175.00	
Urban Dirtworks Inc.	EFT0007310	2024-04-09	\$121,041.73
Invoice Description	Invoice Number	Invoice Amount	
TS109 Lagoon Trfr Stn Rehab	TS109-PP#4	\$121,041.73	
Vanlanduyt, Lara	EFT0007311	2024-04-09	\$100.00
Invoice Description	Invoice Number	Invoice Amount	
Admin/Office Apr Trvl & Phone	2024.04.01	\$100.00	
WFR Wholesale Fire & Rescue Lt	EFT0007312	2024-04-09	\$16,764.04
Invoice Description	Invoice Number	Invoice Amount	
Fire Battery Packs	INV/2023/4120	\$882.57	
Fire Streamlight Flashlights	INV/2024/0330	\$15,881.47	
Total Cheques			\$425,448.54



Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number EFT0007313	EFT0007340
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
5 Star Services and Products I	EFT0007313	2024-04-16	\$111.30
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Update Stripes on	160232RP	\$111.30	
-----			
Auton, Ezra	EFT0007314	2024-04-16	\$19.05
-----			
Invoice Description	Invoice Number	Invoice Amount	
Street Clean Parts run to Calg	2024.04.03	\$19.05	
-----			
Bearcom Canada Corp.	EFT0007315	2024-04-16	\$12,371.52
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire 16 XE Remot SPK MICs	5706688	\$12,371.52	
-----			
Stettler Regional Board of Tra	EFT0007316	2024-04-16	\$300.00
-----			
Invoice Description	Invoice Number	Invoice Amount	
PR Town Life Photo Contest Pri	2563	\$300.00	
-----			
Bond-O Communications Ltd.	EFT0007317	2024-04-16	\$652.32
-----			
Invoice Description	Invoice Number	Invoice Amount	
Trans Kenwood Radio for Snow	BONDOIN129125	\$652.32	
-----			
Canadian Red Cross	EFT0007318	2024-04-16	\$393.50
-----			
Invoice Description	Invoice Number	Invoice Amount	
Trans & WTP Traning	CRC-731466	\$143.50	
Pool Programs FA Annual Renewa	CRC-F-106066	\$250.00	
-----			
Central Sharpening	EFT0007319	2024-04-16	\$239.40
-----			
Invoice Description	Invoice Number	Invoice Amount	
SRC Sharpen Ice Knife	308906	\$239.40	
-----			
Challenger Clean Systems Ltd.	EFT0007320	2024-04-16	\$766.50
-----			
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Bunder Gear Washer	13021	\$766.50	
-----			
Clearview Public Schools	EFT0007321	2024-04-16	\$162.10
-----			
Invoice Description	Invoice Number	Invoice Amount	
Office Joint Mar Expenses	7156	\$162.10	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Commercial Aquatic Supplies	EFT0007322	2024-04-16	\$194.46
Invoice Description	Invoice Number	Invoice Amount	
Pool Facility 2 Pulsatron Valv	IN102314	\$194.46	
County of Stettler	EFT0007323	2024-04-16	\$6,825.00
Invoice Description	Invoice Number	Invoice Amount	
Emergency Response #23-200	IVC042656	\$6,825.00	
Dean's Machine Inc.	EFT0007324	2024-04-16	\$573.25
Invoice Description	Invoice Number	Invoice Amount	
Water Trans Rebuild Keys for	48514	\$573.25	
E360S Environmental 360 Soluti	EFT0007325	2024-04-16	\$25,302.90
Invoice Description	Invoice Number	Invoice Amount	
Mar Waster & Recycling Collect	RD0000306612	\$25,302.90	
ECA Review	EFT0007326	2024-04-16	\$215.78
Invoice Description	Invoice Number	Invoice Amount	
P&L Part Time Labourer Ad	18617	\$215.78	
ElectroGas Monitors Ltd.	EFT0007327	2024-04-16	\$369.60
Invoice Description	Invoice Number	Invoice Amount	
Fire Town 2 InteliDox Enabler	SI113288	\$369.60	
Foot, Kyle	EFT0007328	2024-04-16	\$339.24
Invoice Description	Invoice Number	Invoice Amount	
Sewer Trvl & Sub Training in	2024.04.09	\$339.24	
GFL Environmental Inc.	EFT0007329	2024-04-16	\$252.00
Invoice Description	Invoice Number	Invoice Amount	
Shop Waste Oil Removal	LQ2184339	\$252.00	
Hi Way 9 Express Ltd.	EFT0007330	2024-04-16	\$2,053.54
Invoice Description	Invoice Number	Invoice Amount	
Fire Freight from Commerical T	12816427	\$63.67	
Shop Freight from Strebs Auto	32361620	\$67.28	
Shop Freight from Industiral M	32491484	\$35.48	
Trans Freight from FalconEquip	32587461	\$73.34	
Trans Freight from WR Meadows	66063142	\$154.15	
Trans Freight from WR Meadows	66063147	\$1,586.28	
WTP Freight from Marmit Plasti	32519333	\$73.34	
IJD Inspections Ltd.	EFT0007331	2024-04-16	\$117.11
Invoice Description	Invoice Number	Invoice Amount	
P&D Bulding Permits & Inspecti	003-2024	\$117.11	

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Kathy's Printing Service	EFT0007332	2024-04-16	\$4,305.00
Invoice Description	Invoice Number	Invoice Amount	
PR Town Life Spring 2024 Issue	6735	\$4,305.00	
Loomis Express	EFT0007333	2024-04-16	\$60.89
Invoice Description	Invoice Number	Invoice Amount	
Fire Town Freight from Electro	10845057	\$60.89	
Stettler Town & County Museum	EFT0007334	2024-04-16	\$25.00
Invoice Description	Invoice Number	Invoice Amount	
2022 Stettler's Light the Nigh	2022.10.07	\$25.00	
Purolator Courier Ltd.	EFT0007335	2024-04-16	\$881.42
Invoice Description	Invoice Number	Invoice Amount	
Office/Fire Town/Trans/WTP Fre	455852471	\$881.42	
Raw Tools Ltd.	EFT0007336	2024-04-16	\$2,936.22
Invoice Description	Invoice Number	Invoice Amount	
Shop Matco Scan Tool Updates	63556	\$2,936.22	
Stingray Radio Inc.	EFT0007337	2024-04-16	\$682.50
Invoice Description	Invoice Number	Invoice Amount	
Misc Dept March Advertising	809418-3	\$682.50	
Trinus Technologies Inc	EFT0007338	2024-04-16	\$1,137.97
Invoice Description	Invoice Number	Invoice Amount	
Computer Anti Virus/Email/Back	6718	\$1,137.97	
W.R. Meadows of Western Canada	EFT0007339	2024-04-16	\$3,599.43
Invoice Description	Invoice Number	Invoice Amount	
Traffic Lane/SRC/Roads	120018023	\$717.78	
Roads Road Repair Materials	120018045	\$2,881.65	
Wet Water Industries Ltd.	EFT0007340	2024-04-16	\$153.78
Invoice Description	Invoice Number	Invoice Amount	
Fire Joint Apr Wtr Treat Equip	AR55590	\$76.89	
Fire Joint May Wtr Treat Equip	AR56405	\$76.89	
Total Cheques			\$65,040.78

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000760	ONL000764
Cheque Date	First	Last		

Sorted By: Vendor Name

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
Access Gas Services Inc.	ONL000760	2024-03-22	\$40,834.10
-----			
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	Joint Office February Gas Bill	202402-3693	\$2,050.48
	Fire Joint Feb Gas Bill	202402-3687	\$1,794.57
	Shop Feb Gas Bill	202402-3694	\$1,940.48
	Airport Feb Gas Bill	202402-3686	\$408.73
	WTP Feb Gas Bill	202402-3689	\$11,486.22
	Water Trans Feb Gas Bill	202402-3684	\$472.79
	Sewer Feb Gas Bill	202402-3685	\$505.42
	Sewer (2) Feb Gas Bill	202402-3692	\$339.73
	SRC Feb Gas Bill	202402-3691	\$20,666.82
	Community Hall Feb Gas Bill	202402-3690	\$851.78
	Lions Park Feb Gas Bill	202402-3688	\$317.08
-----			
Shaw Cable	ONL000761	2024-03-22	\$120.75
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	Hall Wifi April 17 - May 16	2024.03.17	\$120.75
-----			
Shaw Cable	ONL000762	2024-03-22	\$441.00
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	SRC Apr 15-May 14 WIFI	2024.03.15	\$441.00
-----			
Shaw Cablesystems GP	ONL000763	2024-03-22	\$109.15
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	Fitness Cable TV	2024.03.01	\$109.15
-----			
Workers' Compensation Board -	ONL000764	2024-03-22	\$10,685.85
	Invoice Description	Invoice Number	Invoice Amount
	-----		
	WCB 1st 2024 Installment	26998245	\$10,685.85
-----			
	Total Cheques		\$52,190.85
			=====

Ranges:	From:	To:	From:	To:
Vendor ID	First	Last	Chequebook ID CU GENERAL	CU GENERAL
Vendor Name	First	Last	Cheque Number ONL000766	ONL000769
Cheque Date	First	Last		

Sorted By: Cheque Number

Distribution Types Included:All

Vendor Name	Cheque Number	Cheque Date	Cheque Amount
=====			
Poulin's Professional Pest Con	ONL000766	2024-04-05	\$445.66
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Joint Office March Pest Contro	1660215	\$90.72	
WTP March Pest Control	1660204	\$198.45	
SRC March Pest Control	1660211	\$156.49	
=====			
Rogers	ONL000767	2024-04-05	\$65.10
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Fire Joint Telephone	278438846	\$65.10	
=====			
Telus Communications Company	ONL000768	2024-04-05	\$2,535.12
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Telus Communications 3.22-4.21	2024.03.23	\$2,535.12	
=====			
Telus Mobility Inc.	ONL000769	2024-04-05	\$1,336.67
-----			
Invoice Description	Invoice Number	Invoice Amount	
-----			
Telus Mobility 03.22-04.21	2024.03.21	\$1,336.67	
-----			
	Total Cheques		\$4,382.55
			=====



Dear Mayor Nolls,

Thank you for your support in our "Walk all over Cancer" event.

Your presence there, sharing and walking with us was greatly appreciated.

Together Courageous,

From all of us!

Facebook: Stettler Cancer Support Group – Together Courageous



**STETTLER HOSPICE SOCIETY**  
*Hospice is Home*

PO Box 880, Stettler AB T0C 2L0  
admin@stettlerhospice.org  
www.stettlerhospice.org



## Stettler Hospice Society's 6<sup>th</sup> Annual

**Hike for Hospice**  
Sunday, May 5, 2024  
West Stettler Park



This spring people across Canada will gather pledges and then hike to raise public awareness for hospice care. This major fundraising initiative will help advance the hospice care initiative in our local community.

Hospice care provides physical, psychological, social, spiritual and practical support to people facing end of life, their loved one and the bereaved. 80% of Canadians say they want quality hospice care at the end of life yet less than 15% have access to it.

Hospice care is currently underfunded and under-recognized.

Individuals and teams welcome! Form a team and hike with friends, family or coworkers. Simply designate a team captain, choose a team name and have a ton of fun together! Teams can consist of a mix of runners and hikers. Dogs are welcome!

All funds raised will go directly to support the Stettler Hospice Society.

Registration 10:00 a.m.

Hike at 11:00 a.m.

1k or 3k hike or a scenic 5k hike/run

18+ - Donation of \$20

17 and under no donation required

Live entertainment and family fun will get you going including a pre-hike warm up.

Please join us for a free barbecue and refreshments for participants after the hike.

Register online at [www.stettlerhospice.org](http://www.stettlerhospice.org) or pick up registration forms at Camis Stettler.

For more information please contact us at [admin@stettlerhospice.org](mailto:admin@stettlerhospice.org)

Follow us on FaceBook at Stettler Hospice Society

Pledges can also be sent through eTransfer to [finance@stettlerhospice.org](mailto:finance@stettlerhospice.org), (please note "Hike for Hospice along with your name or team name" on the eTransfer)







## Hike for Hospice 2024 Business Challenge

Dear Local Businesses:

The Stettler Hospice Society is hosting their 6<sup>th</sup> annual Hike for Hospice to help raise funds to maintain operations of the Hospice. We would like to challenge you to enter your business as a team and/or to challenge other local businesses to see who can bring the most participants and raise the most funds for this worthy cause. The business with the most money raised will receive a catered luncheon by TC Catering, graciously donated by the Drummond family.

This is sure to be a fun family event, with a free BBQ, prizes, face painting for kids, best dressed dog competition and of course a chance to win a delicious meal for your staff. So let's get out there and have some fun and a wee bit of exercise as well 😊

To enter and for more information please visit our web site [www.stettlerhospice.org](http://www.stettlerhospice.org) or fill in the attached entry and pledge forms.

Sincerely,

Hike for Hospice Committee